THE RULES AND REGULATIONS

Tooloosd are the themesanals which Newark has used sizes 1969.

Both were issued to every sewhermshee of the depaarment. The oursent practice is not to issue them to civilians and I can find no evidence that they were ever issued to civilians. The present practice which dates back a long time is that when an officer joins the departmenthe irredweek his personal copy that the control of the con

The 1948 samual is held together with a screw type fastenmed and covered with a sturyd cover so that it can be carried in the hip pocket. The fastener permits new pages to be added. I have not checked into whether new pages were ever added; justed/buthat they were.

The m3966 mammal comes in a large three rimy binder and is updated from time to them so the open-sal orders are spinted up and encorporated into the manmal. I have copied precisely what the contral office keeps as its oursen's expension of the manmal. Note that the first entry is a queeral order I have marked the table of contents with a paper clip. Another queeral order follows, then the body of the manmal. I have placed a yealow sheet of paper between the body of the manmal and the queeral orders which were added at the spinter of the paper clips the spinter of the paper clips the spinter of paper which were added as the work which were added as the paper clips the spinter pape and succeeding pages to the end of the section. So the order of the paper which the the third that the particle throughout the department is to immediately throw many the old peage and that it is intensitied to find opples of them.

Emsethod of charting the changes between 1965 and 1976 is to photo the quantal orders. General orders are the standard way of issuing rules and in this department they are eventually encorporated into the manual. The general orders which were placed into the hinder with the sensal are not all general orders issued since 1971, and it apparently is oversight that all were not added.

The manuals were easily and quickly obtained. I will consider this task completed until I hear from you what you would like further information.

If one of the uses to which you will put the sammals is as an indicater of modernment on any professionalization, here is a method for doing so. Take the editionsed 0.0% wilmon, Police Administrations and see what that book recommends as the way a simulal blouble be issue. The first edition of Wilson came out in 1950, with subsequent editions in 1963, 1972 and ABMSE 1977. Milson teat has been a Bible of Police administration. You could then note the lag between the year Wilson supgested particular forms and contant to the rules and the time the department adopted them.

MANUAL

RULES AND REGULATIONS

OF THE

POLICE DIVISION

DEPARTMENT OF PUBLIC SAFETY



OF THE

CITY OF NEWARK, NEW JERSEY

ADOPTED FEBRUARY 1, 1941, BY MEYER C. ELEMSTEIN, Mayor and Supervisor, Deportment of Public Safety, DORN A. SRADY, Assistant Supervisor HARRY F. MURPHY, Printer 78 Clinton Street Newark, N. J.

INTRODUCTION

In secondaries with the law the revision of the Bulke and Residiation heretainfer est forth is compiled and published for the information, guidance and government of humbers of the Police Direction, Department of Public States, and the Contraction of Public States, and the Contraction of the Contraction, or orders Newsconting, with these Rules and Regulations, or orders new the the empowering action, and are not made to the contraction of the Con

Any-violation of the provisions of the Rules and Regulations shall be made the subject of written disciplinary charges against the member responsible for such violation, unless otherwise ordered by the Director of Public Safety.

This manual is a most to acknow only the main and the manual is a police offer. Members will maderate that a police offer. Members will maderate that arbitrary rules cannot be established which will embrace all cases arisists in the general discharge of their duties; something mean coessarily be left to the street that discretion is too the control of the street of the control o

authority.

Those Rules and Regulations which pertain to a specific rank, or branch of the service, shall be applicable to each and every meashed of the Department Insofar as such may relate to any police duty or action. It is imperative that all required duties be performed promptly, and properly, and it is to this end that this manual has been adopted and

published.

The proservation of the public pance and order, the protection of life and property, the prevention and detection of crime. He arrests of offenders, and the saforcement of the law of ordinances of the City of the continuous of the City of t

actuating motives.

In the discharge of their duties, members should he firm but courteous, and exercise common sense. They should endeavor to obtain co-operation by helping others and bringing them to understand

the work of the Police Department; for to achieve true stocess the Epartment must win and retain the confidence and respect of the public whom its serves. This can be accomplished only by constant and current endeavor on the part of all members to perform their duties in an effect, however, the top reform their duties in an effect, however, the confidence of the public with the public with the third public with the public wind the realization that the Police Department is a most important

requisite to public well being.
Members on patrol duty should learn to Encw
the people on their posts, whether the
the people on their posts, whether the
their property; all them whenever consistent with
their duties. Listen to those in distress and, when
need of it; no matter how humble the person who
approaches them, he has the right to be heard and
their attention and bladless may do great good.

Members should conduct themselves at all times er though under the immediate observation of a Superior Officer. They should endeavor to acquire perfect control of temper, he cool and collected on all occasions regardless of any personal abuse heaped upon them; avoid degrading themselves in any way, and perform their duties honestly, enerpetically and thoroughly. They should always hear in mind that only those who can control themselves can control others. They should associate only with good companions and beware of temptation. The eyes of the public are on them always. whether they are on or off duty, and it is upon their conduct that opinion is formed and expressed, as to the character and worth of the Department they represent.

Hembers should never pines themselves under special obligation to any person in the discharge special obligation to any person in the discharge special obligation to any person in the discharge that the special control of the special control of the their duties without bentation. They should are member that it has been seen to the special and that their appointment is in so sense for their own selvantes. They must be an immediate that surrest and controls of the special control of the special control of the special control of surrest and controls of the special control of the special control of the special control of the collect their functions these upon this printuple. They are regained to be powered by no face that the special control of the special course of special cases and the special course them to be the tality; nor fear, favoritism, or sympathy to sway them to lingal landency, or neglect of duty. They must been in the late they symbolize the dignity must been in the late they symbolize the dignity of the law to whose demands all must submit; and that such anbinishon can be compelled when necessary. They should use ne unnecessary force, nor healtate to an necessary force when circumstances

require.

Members about heep securate record of the Members about heep securate for the facts in connection with any arrest they make, or have been appearing on the witness stand they can testify properly and clearly. They should never show personal feeling or prejudice to their testimenty always remember that they are sworn officers of the law, and a secrant of all the public therether, in the the charge of their daties they should not be considered to the control of the control o

to meet; approval or disapprova in clear actions, to meet approval or clear actions. The accuminated, have commanded in likewise completions. That, commanding officers should realize supplement. That, commanding officers should realize warry of their arbitraries. Deficite in the proper parformance of police daty may be traced to the warry of their arbitraries of the property of the state of the property of the state of the property of the state of the property or not theretaken sheets and feed has been also depended as the state of the property or not theretaken sheets and feed the state of the property or not theretaken also depositions will be lost through the falliers or hairty of these officers of all ranks to falliers or hairty of these officers of all ranks to granted for the state of uncore them in a practical state of the property of the prop

In conclusion, let it be clearly understood that members of the Department will be judged, treated and respected not by the amount of infuence that they may bring to bear, but by the maximum servlos they reader in accordance with their eath of office.

MEYER C. ELLENSTEIN, Moyor and Supervisor, Department of Public Safety.

JOHN A. BRADY,

RANK, PRECEDENCE AND SEMIORITY

The relative rank of members of the Department shall be as herein designated:

- 1. Police Commissioner 2. Chief
 - 3. Deputy Chief 4. Inspector
 - 7. Sergeant-Sergeant-Stenographer 8. Patrolman

9. Policewoman 10. Civilian Employees

Command shall be exercised by virtue of rank, and in cases of equal rank, by length of service is such rank; and where equal, by length of service in the next preceding vank.

In the next preceding vant.

During the temporary absence of a Commanding
Officer, when no other provision is made by competent authority, the command automatically devolves upon the subordinate preced pext in rank,

or selectify, II of equal rank.

Members of the Department who may be placed temporarily in the position of a member of the programment who may be placed temporarily in the position of a member of the programment of the pr

denahms.

Then all occasions when a body of members of the Department is assembled, the rathing officer present shall have been assembled, and will be held responsible to the content of the content of the conduct of the content of the conduct of the conduct of the content of the conduct of

of duty.

When two or more Patrolmen are sent upon any spacial duty and no ranking officer accompanies them. the Patrolman scatter in point of service will

have command. RULES OF DISCIPLINE

Any officer or member of the Police Department shall be subject to reprimand, loss of pay, suspen-

eion from duty, reduction in rank or dismissal, according to the nature and aggravation of his offense, for any of the following causes or violation of any rule, regulation or order governing the

Police Department:
1. Absence from duty without leave.

2. Soliciting or accepting a bribe. 2. Aiding any person or persons to escape arrest.

Any act or omission contrary to good order and discipline.

Assaulting a citizen or fellow member of the Department.
 Being under the influence of an alcoholic and the state of the state

liquor, narcotic drug, or other stupifying or intexicating agent.
7. Conduct contrary to good order and discipline.

 Conduct reflecting untavorably on the conage and resourcefulness of the membership of the Department.
 Publicly disparaging the actions of a Superior

 Publicity disparaging the actions of a Supersor Officer, or the Rules, Regulations, or orders of the Department.
 Drinking any intoxicating liquor while on

duty or in uniform.

11. Entering any building while on duty and in uniform, except on actual police duty.

12. Felguing illness, injury, or incapacity to per-

form required duty.

13. Immorality, indecency, or lewiness.

 Mental or physical incapacity to perform required duty.
 Habitual use of indecent, profane, barsh, or

uncivil language.

18. Insubordination or disrespect to a Superior

 Leaving post or assignment without just cause.
 Leaving residence while on sick leave withent permission of a Department Surgeon.

 Making any false statement in application for appointment to the Department.
 Not preperly patroling post.

21. Neglecting or refusing to pay just debts.
22. Neglect of duty.
23. Publicly commenting on the official action of a Superior Officer.

 Rerealing to any person, not a member of the Department, any proposed police action or movements, or the provisions of any official order, without permission from the Chief of 25. Sleeping while on duty.

under Rule 22.

Sleeping want on duty.
 Uncleanliness in person or drees.
 Falsifying an official report.

28. Violation of any criminal law.

30. Wilful maltreatment of a prisoner or any other person.

other person.

Any violation or offense not properly chargeable under other Rules of Discipline will be charged

GENERAL BULES AND REGULATIONS

 The Police Service day shall consist of twenty-four hours, computed from \$:00 A. M. to 5:00 A. M. the day following.

"It is about be the only off each member of the Department to theroughly familiative himself with such provisions of the Rules and Regulations of the Personal Control of the Rules and Regulations as hereight of the Rules and Regulations as here the Personal Control of the Rules and Regulations as here the Personal Control of the Rules and Regulations as here the provisions of the Rules and Regulations as here has been presented for the Rules of the Rules

 Members of the Department shall, at all times, within the boundaries of the City, preserve the public peace, prevent crime, detect and arrest violators of the law, protect life and property and enforce the laws of the Bitate of New Jersey, and

entorce use laws of the control the Ordinances of the City of Newark.

4. Members of the Department shall conform to and abide by the Rules and Regulations of the Department, observe the laws and ordinances of the City of Newark, and render their services to

the City with teal, oursee, and fidelity.

In Members of the Department stable to order of resident, or the Department stable to order of resident, or the Department stable to order of resident of the Department florress. On the Department of Department of the Department of Department of the Department of Department of

in mind always that regardless of rank or unsignment, they are policemen and are required to act

6. Members of the Department will have regular hours assigned to them for active duty each day, and when not so employed, they shall be considered "off duty," They shall, however, be held always subject to duty, and although periodically relieved from the routine performance of duty, are always subject to orders from proper authorities and to call from civilians, and the fact that they may be technically "off duty" shall not be held as relieving them from the responsibility of taking proper police action in any matter coming to their attention at any time requiring such action. In carrying out the functions of the Department, members thereof shall direct and coordinate their efforts in such manner as will tend to establish and maintain the highest standard of efficiency. Members of the Department shall promptly. thoroughly, and cheerfully obey any order ema-

the make of the desired of the control of the contr

8. Members of the Department shall be half expossible for the proper performance of the duties assigned them, and for strict adherence on the contract of t

stblitty of issuing direct and positive orders.

9. Members shall at 11 times conduct themeselves in a quiet, civil and orderly manner; refrainfrom the use of indecent, profane, uncivil or threatening language, regardless of provocation; be gentlemanly and respectful to Superior Officers, members equal in rank and etitizens. Use no unnecessary force or violence to prisoners or any other person; answer all proper questions, but avoid unnecessary conversation while on duty.

16. Members of the Department reporting for dark must be next and clean to their person and establist. If in uniform, same shall be in conformating with the Remaintens, clean, well present, with the report of the result of

such holy in millitary order when practically.

11. Mombers of the Department shall report to
the properties of the Department shall report
at least twelve hours before such change takes
enter, giving street and number and floor or supermont. countries in their realstance, or in the event
telephone, the number of the search
telephone
tele

12. Members of the Department shall not communicate verbally or in writing, directly or indirecily, in any manner or form, any information which may tend to defeat the ends of justice, or enable persons charged with criminal or quasicriminal acts to escape arrest or punishment, or which may permit them to dispose of or socrete any money or goods unlawfully obtained. Members shall treat as confidential the official business of the Department. They shall not impart it to anyone, except those for whom it is intended, or as directed by their Commanding Officer, or under due process of law; and they shall not make known to any person, whether or not a member of the Department, any special order which they may receive, unless required by the nature of the order. A Commanding Officer of a Precinct or Division may impart to representatives of the press, snon establishing their blentity, current news, providing the ends of justice are not thereby defeated, and permission is obtained from the Chief of

Police. No member of the Police Department shall directly or indirectly seconcerned in making any compromise or arrangement between there we not between there we not be the policy of t

report same immediatery to use consistanting concer, shall be deemed guilty of violation of this rule.

14. Members of the Department shall no solicit, suggest, or recommend to any prisoner the employment or name of any person, attorney, counsel or bondama with a view to his delectes at any time. Members shall not become surely for any person arrested for crime, or release a prisoner

from custody, except as provided by law.

15. Members of the Department shall not allow themselves to be photographed for publication without permission of the Chief of Police.

without permission of the Chief of Police.

16. Members of the Department shall not interfere in civil cases except to prevent a breach of the pance, or to quell a disturbance actually communiced.

17. Members of the Department shall not be members of any fire, or military corps, or smilated with any other organization or body, the constitution of which embraces provisions which may in any way exact prior consideration and prevent the proper and efficient functioning of the Department.

proper find encement numericalizations, expedited from 18. Members and position of the probabilist for a 18. Members and position other than to execise the right of suffrage; neither shall they discuss polities when it concerns directly or indirectly the discharge of police duty. Members on duty in or about a place used for political meetings, shall not express yet the president of the probabilist of the midd that they are policemen, and public servants,

without regard to party.

18. No member of the Department shall be permitted to apply for a warrant for any assault upon bimself without first reporting the case in writing through his Commanding Offect to the Chief of Polics, and obtaining from him permission to apply for such warrant. In co such case shall

the aggrieved member be permitted to serve such

20. Members of the Department shall not use in any form, either tobacco or chewing gum, or ilke substance, when appearing before the Board of Public Safety or a Superior Othere, is court, at roil or in any place solvere they may be required to run any place solvere they may be required to converse on official business, Members in auditor on duty on the sirect will be permitted to smoke dering the period between midnight and 6'00 A. M.

21. No game of chance for stakes or wagers shall be played in any Presinct Station or other Department building. Games of amusement may be played only in such parts of Department buildings as may be designated by the Commanding Officer having charge of such building.

22. Members of the Department, except telephone operators, when called to a Department telephone shall promptly respond by first giving the name of the Command to which be is ansigned, his rank, or tille, and surname, and the member calling shall then promptly identify himself in like

ing anali then promptly inequally minessi in like manner.

23. The roster, or any portion thereof, of members of the Department shall not be given to any individual, firm or corporation by any member of the Department unless permission is first obtained

from the Chief of Police. 24. Members of the Department are prohibited from revealing any information where any physician reports any person injured as a result of the criminal act of another, or about a person having injuries of a possible criminal nature. Such information must be kept strictly confidential. Members shall not divulge, except to competent authority, such physician's name, or to permit anyone not directly concerned with the case, although a member of the Department, to examine any reports, documents or books or records of any kind in which the names of physicians giving such information may appear. All members of the Department receiving information from members of the medical fraternity must omit from the report

given to newspapermen the names of physicians, 25. Members of the Department shall promptly go to the scene of any unlawful distribute on our ing in their vicinity, and use their best efforts to restore peace and order by moderate excess. If possible; but should such efforts fall, force may be used, if necessary, and the principals arrested.

26. Members of the Department shall familiarise themselves with the statutes, laws, ordinances and regulations in force in the Oilty of Newark and failure to take action respecting violations of such statutes, laws, ordinances and regulations coming to their attention or about which they have knowledge will be deemed montect of duty.

27. Mombers of the Department thall not read as wewapaper while in uniform upon a public street.

28. Members of the Department shall not deliver addresses at public gatherings concerning the work of the Department; nor shall they, under any circumstances, make statements for publication concerning the plants, policies or affairs of the interest of the public statements of the public statements of the public statement of the public st

29. Members of the Department are probibited from making or causing to be made any duplicate of signal box keys without the approval of the

30. Members of the Department when requiring a chemical analysis of any substance for use as aridence will submit the matter to their Commanding Officer, who will forward such substance

maneing officer, who will covered accessorately with a written request to the Department who may have come in direct contact with a person having a contagious disease, or who have been exposed to contagion, shall at once notify their Commanding Officer, who will promptly inform the Department.

Surgoon or one of his assistants, whose instructions will be compiled with.

32. Members of the Department shall be punctual in reporting for duty at the time designated

by their superiors.

33. Members of the Department shall promptly pay all fast debts and legal lishlittles locurred by pay all fast debts and legal lishlittles locurred by report from any other member of the Department, or otherwise become indebted to any other such member. No member of the Department shall become an accommodation endourser on any node easily of the payment of and the debt of the department of the department of the desired the payment of and note, or assume responses to the payment of and note, or assume responses to the payment of and note, or assume responses to the payment of and note, or assume responses to the payment of and note, or assume responses to the payment of and note, or assume responses to the payment of and note, or assume responses to the payment of and note, or assume responses to the payment of and note, or assume responses to the payment of and note, or assume responses to the payment of and note, or assume responses to the payment of and note, or assume responses to the payment of and note that the payment

sibility for debts of others.

34. Members of the Department shall not knowingly onter any house suspected or reported as being of ill results, except in the performance of duty, and if required to enter any such place, shall report the fact to their Commanding Officer as soon

as practicables.

35. Members of the Department shall be responsible for the good care of Department property, whether faxed or movable, assigned to their use or keeping, and will promptly report to their Commanding Officer, the loss of, damage to, or unserv-

fecable conditions of such property.

36. Whenever a complaint is made by a person that another has violated the law, the member of the Department who attends to its correction must not under any circumstances reveal the name of the complainant, except under due process of law, or when it is absolutely necessary in the per-

formance of his duty.

37. No member of the Department shall make false official reports, or knowlegdy eater or cause to be entered in any Department book or record, any inaccurate, false or improper item or registration of police information or matter.

Trition to planes of the management meant about the west of the control of the co

emergency arises.

39. Members of the Department who may have occasion to inquire as to their duties cancerning any matters whatseever, shall seek such information from their Superior Officers and not from any source outside the Department, unless they are so

instructed.

10. Members of the Department shall, except
10. Members of the Department shall except
10. Members of the Department shall except
11. The shall report in writing, whenever practicables,
ashteld number and the command to which they
are assigned. If yeart upon any investigation they
shall immediately aften was taken in the matter,
and shall allo make a written report, and
shall allo make a written report, and

necessary,
41. Whenever any member of the Department resigns or is diemissed, or in any way recairs his office, he shall surrender to his Commanding Officer or to the Chief of Police, all property in his possession belonging to the Department. No resignation will be accepted until such property is returned. In case of the death of a member his Commanding Officer will obtain his shield and all other Department property which he possessed and make proper dispectition of same.

43. Bills for expenses necessarily incurred by members of the Department in connection with their efficial duties shall be promptly submitted to their respective Commanding Officers under whose immediate direction the expenses were incurred. These bills shall be accompanied by an adhavit by the members submitting such bills as to the trath of the expension of the property of t

of the expenditures set forth in such bills.

43. Members, upon appointment, and before being assigned to any duties in the Department, or upon promotion to other ranks in the Department, shall take and subscribe to an cath of office administered by the City Clerk in such form as

may be required.

44. Sleeping, idling or loading while on duty is a serious dereliction, and any member of the Department guilty of such misconduct will be subject.

to charges of neglect of duty.

45. Members of the Department may obtain statlonery, office equipment and all other necessary supplies only upon requisition forwarded and approved by Commanding Officers to the Chief Cierk.

46 When any member of the Beneviment to called to, or happens upon the scene of a crime. he shall at once investigate and note all particulars and obtain the names and addresses of witnesses and all other important details, and he shall as soon as practicable communicate the facts obtained to the Deak Lieutenant at the Precinct Station in which the crime occurred: except, if a member of the Detective Division, he shall communicate such facts directly to the officer in charge of said Division; and the investigating member will submit a written report as soon as practicable to his Commanding Officer. The member making such investigation shall deliver at the scene of the crime all evidence and information obtained in the case to any members of the Detective Division who may be assigned to such case who shall then assume full command of the case. Members of the Department shall prerent unauthorized persons from entering upon the scene of any crime, and will exercise every precaution to avoid destroying or lessening the value of evidence on the pramitees and surrounding property, and particularly avoid destroying fingerprints or other evidence by unintelligent or careless handling of any weapon or other article.

47. Membera, although assigned to a particular Command must be ready to act wherever their services may be required; the sphere of their duties being the entire city, and they shall at all times carry their shield, keys, revolver, police

whiatle, and summons book.

48. Except when permitted by proper authority, all members of the uniformed branch of the Department shall be in complete uniform when on duty; also, when appearing before the Director of Public Safety, Board of Public Safety, Police Commissioner, the Chief, Deputy Chiefs, or In-

spectors of Police.

43. Members of the Department at the scene of a serious crime, fire, or casuality, or special detail when in civilian attract, aball place their shield on their outermost garment. This rule shall not apply on members of the Detective Division or Precinct

Plainclotheamen when investigating a crime.

50. When an officer above the rank of Captain enters the room in which there are substant members of the Department they shall assume and maintain the position of attention until the superior leaves the room or until other

wise ordered.

51. Members, prior to absenting themselves on vacation, or extended leave of absence periods, shall leave with their Commanding Officer their

Towarding addrum.

2. Members shall report to their Commanding
Officer any delinquency, dereliction of duty, violation of the Bules and Regulations, conduct, disorder, and neglect, to the prejudice of good order, efficiency and discipline which they observe or of

which they have knowledge.

53. The various Precincts, Divisions and Offices
of the Department are maintained for the conduct
of public husiness. No person shall be permitted
to solicit business, or ofter for sale therein, any
merchandize of any description, except by permission of the Chief of Police.

mission of the Center of Police.

54. Civilians destring the services of a lawyer, ductor, automobile garage or any other civilian service whatsoever, shall be referred to the city and telephone directories, from which they may

engage the service required. And no member of the Department shall recommend to any person the names of any lawyer, doctor, automobile garage, or any other civilian service whatsoever.

55. Membors of the Police Department are prohibited from using business cards of any description unless approval is first obtained from the Chief of Police.

Chief of Police.

50. All applications for public assemblages, such as parades, public meetings and similar affairs, to be held on public thoroughtares in the City, will be made to the office of the Chief of Police.

57. All applications for permits to conduct carnivals, fairs, or like affairs, shall be made to the

office of the Chief of Police. 58. When papers are served on any member of the Department in a legal proceeding, relating to an official act, or in a proceeding to recover damages arising from an action taken in the discharge of police duty, the following procedure will be adhered to in case the assistance of the Corporation Counsel is desired: the original papers, together with a statement of the facts from which the cause for action arose, will be forwarded to the Chief of Police through their Commanding Officers, for investigation, and he will report to the Police Commissioner as to whether or not the member was engaged in the proper discharge of police duty, with a request that the Corporation Counsel, or a member of the City's Law Department he assigned to defend the action.

Department be assigned to defend the action, 58. All bills, cards, pamphiets or band bills, etc., distributed or posted in public places, shall be conflicated if found to be of an obscene or offensive nature, advocating the forcible overthrow of the Government or tending to taclet riot, or the complete of the compl

60. In case of serious vehicle accident on street or railroad right-of-way, the collapse of a building or other condition that would require assistance, the Precinct station wherein the emergency occurs shall be promptly notified in order that necessary satistance may be rendered.

assistance may be rendered.

61. No members of the Department shall leave
the City on police business, except by permission
of his Commanding Officer, or other competent
authority.

62. No member of the Department shall make any contract on the part for preclase any articles for the use of the Department, without an authority of the Administrative Clerk being previously had Should emergency arise, and the Administrative Clerke is not immediately available. The Chief of Police may authorize a purchase to

63 The confidence of percess who seek the aid of the Department on information given voluntarily and exclusively by themselves, and request that their names and business or addresses be not made public, shall be respected. When publicity is not required in the public interest it shall not

be made contrary to such request.

64. The Raises and Regulations of the Department are spulicable to all employees of any grade or class. Such employees are required to render explicit obselence to them and shall be held re-

spensil is for any transgression.

55 To summon assistance, the regulation whistle shall be used. The slarm signal shall consist of three long blasts, continued until sentstance arrives.

68 Members are prohibited from sounding their whistles in response to an alarm until they arrive where help is required, when they may sound further starms until sufficient reinforcements

67 When a member is in pursuit of an escaped prisoner, or person who has countified a crime-he shall frequently sound short signal blasks you his alarm whistle to attract attention of other officers and civilians.

on the same of the

nerrented

9 No member of the Department, except those appealingly assigned to that duty shall adjust or report any stread box, ne chanical or electrical equipment and shall tens-district report to their Commanding Officer any defect of damue observed

SUPERIOR OFFICENS

70 Superior Officers are strictly sub-ined to require from their sole-reliantes a pr per strictule

of respect and obedience at all times, and shall not indules in unofficerike familiarities with them. They shall sat an example to as subordinates in sobriety, dignity couriesy, discretion, skill and diligence, and the observance of proper discipline, and shall at all times appear nearly attired, etcan

71 Superior Officers are strictly prohibited from borrowing as accepting money or gifts of any description from any member of the Department subordinite in rans, neither shall a Superior Officer solitiet or permit a subordinate member to

engage in work of a personal nature for him, with ar without compensation

22. Whenever a Superior Officer, in the access say performance of his dutt, gives orders to a subordinate and stateched to his Command, he must ambordinate and attached to his Command, he must conflict with those of other Superior Officers of the command to which such member is assigned of the command to which such member is assigned quiter the subordinals receiving name to lawer or lar post or sangmand, the Superior Officer giving and ordered hall, as account appreciable, inform and ordered hall, as account appreciable, inform

action taken.

72. It is the especial obagation of Superior Officers to command, and know that their subordimates perform their full duty Should there he
falture or weglect in the execution of any responability by a subordinate, it is incumbent upon
Superior Officers to recommend the discriptions of

such asbord; nate.

74 Superior Officers must contro, their command They shall not do the work at a subordinate.
They shall see that those under their command discharge their full duty, such individual in his

place.

75. Authority in the Department shall be exercised with firmness, kindness, and justice Superior Officers shall austia their subordinates when they can do so consistently, and avoid, as far as circumstance peratic consuring them in the greence

CHIEF OF POLICE

The Chief of Police shall be the executive officer of the Department subject to the orders of the Police Commissioner Ali orders of the Chief of Police shall be immediately read or conveyed to members of the Department affected thereby, and

he shall be obeyed and respected by the entire membership of the Department

THE CHIEF OF POLICE SHALL:

78 Enforce in the City of Newark the laws of the State, Ordinances of the City and the Rules, Regulations and orders of the Department. He shall have power to issue orders to the member ship of the Department or any individual or indiwiduals thereof, not inconsistent with law or these Rules and Regulations and such orders shall be typewritten or printed, issued through the Deputy Chief or Deputy Chiefs, Inspector or Inspectors, under whose command may be such portions of the membersh.p. individual or individuals affected, and a copy of same shall be kept on fire in his office. Have power to suspend from duty any member or members of the Department for wilful viclation or discegard of law ordinance, rule regulation or order, and shall as soon as pract cable report each such suspension to the Police Com-

nissioner

78 Report promptly to the Police Commissioner the name of any member of the Department who by reason of age, disease, figury or other cause does not or can not fully and efficiently perform the duties required of such member

form the content required to make anomaly 79. Have power to order shy or all members of the Department to any place in the City where police services may be required and also to transfer members from one command or assignment to another command or assignment to another command or assignment and as soon as practicable report such action to the Director of Pah. Safety for confirmation

So Have power to grant temporary leaves of absence to members of the Department when, in this judgment, the interest of the City or the Department will not suffer thereby 31 Forward or came to be forwarded to the

Detective Division for investigation, through the Commanding Officer properly having cognizance thereof, all reports of crimes committed in the City which, in his judgment, may best be solved by members of the Department assigned to the

Detective Division

32 Refer to the Commanding Officer properly
having cognitance thereof, for leavestigation and
report (if investigation he pecessary), all complaints Sted with him against members of the
Department, and upon receiving report of such
Commanding Officer, shall forward it with com-

plaint to the Police Commissioner, together with such recommendations as he may deem proper in

the case.

32. Receive all reports of the Daputy Chiefs and Inspectors and forward same to the Police Commissioner together with recommendations in writing based upon such reports and intended to maintain administering the affairs of the Depart

ment

44. Report in writing to the Police Commisatomer any special service on the part of a member or imembers of the Department which he memdeem meritorious or worthy of special attention

55 Notify the Police Commissioner before

leaving the City

55. Make mouthly reports to writing to the
Police Cammissioner, showing the bursness transactions of the Department and containing such
recommendations and suggestions as he decime advisahe und preper for government and discipline
and shall also make abust recommendated
of each calendary year for publication in the equ
of each calendary year for publication in the report

of the deceased so destre

The Deputy Obies shall each have supervision of such Division of the Department as may be assigned to each by the Director of Public Safety through the Chief of Police. In the absence of the Chief of Police, a Deputy Chief, designated by the Chief of Police, and its proporarily perform all the duties and have all the powers and responsibilities of the Chief of Police.

They shall be held strictly responsible for the proper performance of duty by members of the Department under their supervision and command and the unforcement of the Rules, Regulations and orders. They shall be answerable for the radd maintenance of efficiency and asset, and at their Divisions and abali exercise such administrative authority over departmental activities as the Chief of Police may assign from time to time

EACH DEPUTY CHIEF SHALL: \$3 Receive at his office, and properly file and maintain, or cause to be find and maintained, all

reports pertaining to his division, which are in accordance with Rules, Regulations or orders, submitted to him 35. Keep on file in his office, and maintain

89. Keep on file in his office, and manufacturing proper record of required police information, police service or business performed or trausacted by the various units of the Department, as are, in accordance with the Roles, Regulations or orders of the Department, submitted to him.

\$6. Cause the investigation of all compliants mails by citizens or members of the Department of any derelection of daty on the part of any member who, by the provisions of the Rules, Regulations orders of the Department, may be assigned to his supervision, and promptly upon completion of such tayestigation, submit written report to the Chief

31. Report each day to the action of police, as call with a control of the contro

INSPECTORS OF POLICE

The inapectors of Potics shall such have supervision of such Division of the Dopartment as may be assigned to such by the Director of Public Safety through the Chief or Potics. They shall be under the direct supervision of the Chief of Solitton of the Chief of Soliton of the Chief of public and inspector designated by the Chief of Police shall temporarily perform all the duties and have all the powers and responsibilities of the

They shall be held strictly responsible for the proper performance of duty by members of the

Department under their supervision and command and the enforcement of the Rules, Regulations and orders. They shall be answernible for the rigid maintenance of efficiency and dissipance in their Divisions and shall exercise such administrative authority over departmental scription at the Chief of Police may assist from them to the

EACH INSPECTOR OF POLICE SHALL

92. Keep on his in his office, and maintain or cause to be maintained proper rectured of required police information, police service or basiness performed or transacted by the various divisions, as are submitted to him, in accordance with the Rules, Regulations or orders of the Department

32. Cause the investigation of successplaints of successplaints of victions of successplaints and of victions of successplaints and of victions of successful of the part of any member whe, by the provisions of the Ruicz Regulations or orders of the Department, may be assigned to his command or supervision, and promptly spon completion of such investigation, and promptly spon completion of such investigation atomit a written report to the Chief of Police detailing the results.

BC Report each day to the Ohief of Police, comparing reporterly excased, and call he attention, in writing, to all matters of importance affects that occurred during the press one twenty four (24) hours, also intorm in writing, the Chief of Police for the control of the contr

96 Hold formal inspections on days designated by the Chief of Police of all members of the Department and their uniforms, and all Precinct Stations, buildings and police sculpment under his

supervision.

96. At all times enforce the Rules and Regulations of the Department and the performance of police duties by the members thereof, and to this end frequentity visit all units under their supervision at unanticipated periods of the day and night.

PRECENCY CAPTAINS

Each Precinct will be in charge of a Captain who shall be authorized to post the members under

his command in such parts of his Precinct, in conformity with the Rules and Regulations, as he

may deem expedient

charged with the enforcement of all laws and ordunances within their respective for all control with the enforcement of all laws and ordunances within their respective free-nexts, and the report in or flakers anaprected of being operated in violat on of laws and ordinances to his Commandian Direct Trey shall all be defectly responsible for the directifies and effective free presented of the winter rules as they may deem proper and which are not inconsistent with the Rules, Regulations or orders of the Department.

EACH PRECINCT CAPTAIN SHALL:

97 Frequently test the knowledge of Sergeants and Patrolinea sweighed to his command as to con difform on their posts or districts, person residing or doing business thereon and the mature of busi-

98. When having knowledge, or information, or reasonable cause to believe that any building, prentiere or part thereof, within his Preclicit, is a deorderly place or as being used to harbor or maintain disorderly persons or is used for unlawful each or besides to take proper solion to promptly south of the programming Officer.

90 Unon assuming command of a Pre-Inci, enter on the Day Histoir in his own handwritted, the state and hour of sacing over such command, and prompilly have carried under or other buildings attached thereto notifer all conditions that require attention and submitting a detailed report to his Commanding Officer, realing a desired report to his commanding Officer, realing or his supervision, including all scodes, modes or chatted of

whatever description. The more properties of the burnance translies. De belds announced or conflued in the protein of the properties of the properties of the promitting unoccessary violence to be used to the management of prosoner. The properties of the promitting unoccessary violence to be used to the management of prosoner. The properties of the prosent properties of the properties of the prosent properties. The promition of the protein of the properties of the properties of the protein of the able obtain the services of the nearest reputable physician. In all cases where circumstances indicate that a prisoner removed from a Precinct Station should be accompanied by an officer or officers to prevent the escape or suicide of such prisoner cause to be detailed an adequate guard for

101. Make thorough investigation into the cause of Injury or death of any prisoner brought into or confined at his Precent Station, and submit detailed report of the same to his Commanding Officer

102. Cause recutsite information in the case of

each person detaired at his Precinct Station to be entered as the Arrest Boos and on Arrest Cards, also cause complete record of all complaints and Cassastics of he entered in books and on forms wravided therefor, and he responsible for the prompt forwardling of all such forzes to the Bureau of Cr. annal Hert Sention and Rev with 152 Where Advisors on Marcons are assistant

to his Precinct Station, equitably apportion routine cleaning work smong such Matron or Matrons and Doormen

104 In all such cases fix responsibilities for the proper performance of assigned duties.

105 Promptly forward to the Property Custodian suitably marked for identification by the find ling or acresting officer all lost or stolen property coming into h a possession, and obtain the receipt of the Property Custodian therefor.

106. Cause accurate record to be kept of the activation of each member of his command while on duly, together with releptions and duty calls of each member examinant less accurate in it any member has been dereited in the duty and systematically diling such records, unless otherwise disposed of; also keep accurate record overtimes duty performed by members of his

command 107 At least once each week examine the tape and signal sheet and see that same is correct.

108. Read or cause to be read to the members of his command all official orders, the decisions of the Director of Public Bafety and the Board of Public Safety in trials of charges against members of his command, and such portions of the Rules and Regulations as he may, from time to time, deem necessary

109 Sign all orders published to or affecting a member or members of his command and note thereon time and date of publication

110 Cause Desk L entenants to sign all orders his command and note thereon time and date of

111 Where such action may be deemed advisable coast members of his command to whom orders are read to sign an acknowledgment thereof. roll calls and a conv thereof posted on the Precinct Station Bulletin Board

112 Carefully read all orders, circulars, bulletins, and reports of subordinate members of his command and where required by Rules, Regulations or orders. forward some through official chan-

113 He aufficiently versed to United States In factry Training Regulations to commetently command the members of his Precinct in cases of riots or other disorders also at funerals and other funetions where military propriety is observed

114 At every public election detail one or more Pateu mer. In each to Il toy alone in his Preginct to enforce the law preserve the peace, and protect the ballet boxes, machines, records, and other election equipment also tour his Precinct frequently during such election to see that all Patrolmen are on duty,

115 Be on duty in his Precinct Station at all times during the day, unless necessarily called away or excused and before leaving and mmediately upon returning to his Precinct Station make or cause to be made a record thereof and fact to the proper superior officer, or in the absence of such superior officer to the officer in

charge of the Desk at Police Headquarters. 116. Before leaving the city notify and obtain permission of his immediate superior officer when ever the duration of such absence shad be more

117. Frequently inspect the condition appearaure, and or doment of the members of his command, requiring them to be rest and clean in their dress, person and habits, and attored and equipped in accordance with the Rules and Regulations, condemning any uniform or equipment or parts thereof not in a serviceable condition or in accordance with the Rules and Regulations, and report same, in writing, to his immediate Superior Officer 118. Tour his Procinct at least twice each week

-during the day in uniform and at night in civilian dress-and report in writing the condition of the

same to his Commanding Officer 119 Certify to the correctness of ad bile for work done at his Prec not Station, keep accurate account of all supplies ordered and delivered at his Procluct Station wilch do not pass directly through the office of the Chief Clerk, such as fuel.

fornge, etc. 120. Report or cause to be reported to the Commanding Officer of the Detective Division all cases arising in his Precinct which require the services of detectives immediately upon receiving notice of

131. At least once a week inspect his Precinct Station and all Department properly under his charge, including dormitory, cells, garage, stables ste, and promptly report, in writing, to his Commauding Officer any repairs that require attention 122. Be responsible for all mechanical or electrical equipment and report to the preper command for its repair. See that Lieuteannia and Bergeants of his command are properly instructed In and are farm for with the use of a . such apparatus, and that a Licutement or Acting Lieutenant Is constantly in charge of same 123 Daily forward to the office of the Inspector

of Police in command of the Precincts the following renorts (a) Names of members absent from duty and

(b) Number of members present at each and every roll call (c) Chappes of residence of members

(d) Number of prisoners arrested by members of his command during the 24 hours ending at (a) Such additional reports as are required by

Departmental orders 124. Keen bimself fully and accurately informed As to meetings or entherings likely to effect large numbers of persons at particular places in his Precinct, and take such steps as may be necessary to Insure adequate police service at such assemblases. 125. Be responsible for any member of his com-

mand in the proper preparation or presentation of any case in court, and the attendance of witnesses

and arresting officers thereat

126. Each day at the opening of police court, cause such prisoners as are in his custody and awaiting trial to be brought to such court, together with all articles of syldonce, properly marked for

127 Camze to be kept a receipt book in which shall be ertered a record of all money or property found on prisoners, and if turned back obtain a

receipt therefor

128 Have power to detail to special work, in
uniform or civilian clothes, whenever the exigencles of the service require an adequate number of
members of his command, but make no permanent
details without a thority of the Chief of Police
In all such cases proper forms are to be forwarded

to his Commanding Officer

123. When a member of his command is reported unable to perform duty because of illness
or other dishibity, and it appears that such member is felgeling sickness, or that his disability is
the result of over-indispone in inturkating luguor
or other improper practice, cause a Department
surgeou to be immediately notified so that a medi-

cal examination can be made at once

180 See that all necessary reports are promptly
transmitted to Folice Hendmarsters and personally
bring to the attention of his minediate superior
officer the details of any event of importance or
unusual character also carefully examine all reports of whetery nature before the same are

forwarded to Headquarters

131 In case of riot or similar emergency in his Precinic requiring the sarvices of the police, forth with proceed to the place of disturbance with such number of man as he can manter, and restore peace and order and where it appears that his force is insufficient to cope with the situation, promptly

send notice to bis immediate superior officer
132 Be responsible for the prompt service of
all official notices and process which may be sent

him by proper authority
135 Cause to be investigated all complaints
relative to the conduct of members of his command, and promptly forward to the Superior Officer having proper cognitance thereof a written
report of the result of auch investigations, also
report is written services deemed mentorious or
worthy of special mention performed by any mean

ber of his command
134 its held strictly responsible for the proper suforcement of orders, Rules and Regulations of

the Department, and to this end frequently instruct the members of his command as to their duties and conduct generally

135. In the event of the death of any member of his command acquaint himsen, with the family conditions of the deceased make arrangements for proper fuscual macori and heavers. If members of a proper fuscual mover and the family desires the services of the Department Rand the date and hour of brisis, the church if any, where services are to be held the place of any where services are to be held the place of the conditions of the property of the property of the condition of the

136 Immediately take charge of Department property in the possesses of any member of his command who for any reason severs his connection with the Department and promptly forward such reporter to the Superior Officer is charge.

187 News a record of all licenses in the Precient issued by the CRY, and which the Department irsust supervise, and see to it that all persons requiring licenses prouve them cases creeful investigation to be made of all applications and applicate for such Levense and report full perparament of the control of the control of the person or persons interested in such application, together with names and addresses of objection and the reas is for their objections, recommend to the proper supervise differences properties discusses.

138 Prequently and carefully examine books will rewrite required to be kept in his Predict 884 man rewrited and the result which were been and that it reb books and records are kept in conform by with the Rules and Regulations and unions of the Debartisen.

159 In all cases of injury to any person or damage to any property whereby the City may be liable cause an immediate investigation to be made and forward report of aims to his Supertor Officer in order that the Corporation Counsel may be properly apidied.

140 When any article of Department Property of which he has charge becomes unservicable, promptly report the metter to his immediate superior with the request that such property be inspected, and where such property is condenined make requisition on the proper superior officer in charge for replacement

LIEUTENANTS

There shall be a Lieutenant on doty in charge of the Dak in oach Precision Risklein at all lites of the silv and sight, and sook Lieutenant shall not be supported by the silver of the silv and sight, and sook Lieutenant shall for a necessary purpous. When requires to leave his post for any "ressow he shall plate a competent shances and make regard of such recruit for the Dak Bolter regard eas of how temporary such change or substitution may be Lieutenant change and may be Lieutenant control of the Province in the Dak Province in the Dak Dak Carrier of the Province in the base can be all seasons the date and responsibilities.

EACH LIEUTENANT SHALL:

141 Perform such clorical duties as may be required of h m by his Canta a, making prompt, accurate, and necessary entries of official business in the Department Records according to the

manner preserbed.

142. Receive complaints of persons, and reports of members of the Ospartmont, and submit same to his Couraging of the Rules and Regulations, remain on daily until properly relieved, and inform his relief of a majorator in he attended to during the tools of a majorator the tools.

of duty of such rolleving member

143. Be responsible for the proper handling and
recording of all alarms and reports, either by
telephone control of the recording of the property
telephone property used in the transmission of
alarms and rollec intellecton as may be in operasizerum and rollec intellecton as may be in opera-

tion in his Precinct

144. Be particularly careful to carry out the
orders of his Capitain. Such orders shall not, except when necessary in cases of energency, be
counterroanted or set andic, but when such action
is taken he shall report to the Capitain in writing
the reasons in such naturac

145. Thoroughly familiarize himself with the Laws of the reduced Government Laws of the State, Ordinances of the City, and as much at the law of arrest as may relate to the intilicest decharge of his duties and the proper direction of the members under his command.

146. Thoroughly familiarize himself with the Rules and Reguations governing the Department, and all matters perialning to Dejartment business, and properly and intermental transies the besiness intrinsted to him, com sciently advising and instructing his subordinates in toler duties. He shall at all times in his offers containing and relation to the desired containing and real manufacture of intelligence, efficiency,

promptness, accuracy and courtesy
14? Personally execute, or cause to be executed.
arrest cards and make entires in Arrest Book of
al. persons arrested Be responsible for the legi
billty, neatness and accuracy sud sufficiency of

such arrest cards and entries.

148 Thoroughly acquaint Linself with the capabilities of members of his command, report to his Ca₁, daring any violation of the Relea and Regulations of the Department or any Improper conduct by any member of the Department which may come to he and to the department of importance and the conductive of the conductive of

conditions requiring his attention

148. Properly enter in the authorized books and
forms, a record of all police husinass affecting his
command, or the Department, occurring or reported
shring ha four of daty He shall take proper
action thereon and shall be responsible for the
preservation of all records in connection therewish

150 Call the roll of members before sending them on duty and cause the members to be carefully inspected by a Sergeapt, or in the absence of a Sergeant, by a competent Patrolman, require such bergeant or Patroleuan to be particular in noting in his inspection that each member is cleanly shaved correctly and neatly attired, that the equipment of each such member is clean and in good order and proper place, and that each such member to in fit population and properly ensinged for duty in accordance with the Rules, Regulations and orders of the Department Sign all orders read to the members of his command, noting thereon time, and date of such reading General orders shall be read at three successive not calls and such orders, or a copy thereof,

posted on the Balletin Board

151. At the bermination of each tour of duty, check off on the Signal Sheet, the name of each member reporting off duty, closely observe the

condition of each such member, and report in writing to his Captain any such member not in fit condition, as well as those more than fifteen manufes late in reporting

152. Whenever members are more than fifteen minutes late reporting for duty, or more than fifteen minutes late reporting off duty, cause immediate actually are to be taken by a Superior Officer to as ertial the where looks and condition of such numbers and submit a written

report there of to his Catalai.

153 Notify the Capialo, in writing, when any Patronnas of his command is five or more misustending in the catalant in reasonable in the catalant in a day of more misustending in the catalant in the catalant in a day of the catalant in th

154 Upon d scovering that a member of the Department analysised to his Private or any member of the Department analysis and including the Section 15 of the Department and the Section 15 of the Department and the Section 15 of th

155 Immediately notify parents or grandfalms of children and piveniles arrested for any oftense. This role applies particularly to such children or parentles as are committed to the Parentles as for committed to the Parentles as competent and horizing any member of the Dapartment stucked to or residing within the boundaries of the companie to which much impose the companies to which much be such as the content of the companies to which much member of the companies to which we have the companies to the companies of the

is assigned.

187 In all important matters that take place in his Precipet promptly notify by telephone the member or hotra at Police Headquarters to which no which not hot no at raine properly referble the day was seen as such act in me properly referble the no was such act in no relieve taking from his Precipet, transmit such alarms, or makes such his Precipet, transmit such alarms, or makes such additional notifications, as may be required to

insure prompt and efficient handling of such cases, also make required records of same in the proper books

18. What is the construction of the constructi

183 In all cases of important arrests made by members of his Per net loursediately solify the Day or Night Detective Bureau, as the case may be, and turn over the prisoner and all evidence in the case to the member of either Bureau assigned to the investigation.

100. In all cases where arrests are made for an indictable offense, send the prisoner, with an Arrest Blank properly executed, to the Bureau of Crimical Identification and Records for the purpose of Engerprising and where required photographing the prisoner.

161 Be responsible for the proper treatment of prisoners in his sustody, under no circumstances permitting unnecessary violence to be used in

managing pris ners
182. Not permit the confinement in a cell of an
unconserous prisoner, or a prisoner sersously ill
or injured, by Leases surely prisoner to be removed
under protect guard to a heapital lie the case of a
prisoner in need of medicin attention where his
condition is not serious cause him under proper
guard, to be rem ved to a heights and returned

to the Precinct Station after treatment 163 Not permit anyone to rema n in the Business Rose, of the Pount Status except members of the Department pecessarily there, or persons on business nor permit any persons to touch or handle S gnal and Telephone System Radio. To etype or other apporatus used in the transmissi u of clarms or police intel brence, excent a Superior Officer the Superintendent of the Signal System and Telephone System or his assistants, or Supervisor of Hadlo Maintenance or their assistants, or Superior Officers receiving tostructions in the operation of such system or apparatus by order of the Precinct Commander 164. Cooperate with all other City Departments whenever possible and not inconsistent with nolice

184. Cooperate with all other City Departments whenever possible and not inconsistent with police duties promptly transmit to the Departments affected, all reports received concerning such Departments, through official channels. 165. At frequent intervals during the day, and at least every and born during the night require the Doorman on duty to make an inspection of the prison and witness rooms and report to him the

conditions found over Youland prisoners to the 136 in toronto and the condition of the United States Miterials of the Dopatics, to reprecise or presents to representative of prince described by the condition of the condition of partners is clother insuring afficient make note in Arrent blows, and on Arrent Cords of the fact of much astion and the states make as the condition of which there is no the condition of the condition of the states of the fact of an arrent condition of the states of an arrent condition of much astion and the states are delivered at the affects to whom prisoners are delivered at homeship, and are said to led by their respective.

departments to take such prisoners into custody 167 Wheever any member reports or is reported after, or taily red irrunctiantly transmit the in charge of the Deak AT One - thendquarters, also, if there he any reason to asspect that such report is not made in good duty in medically report in the property of the property of the control of the control

every case.

168. Upon the return to duty of any member who has been absent because of sickness, or tajury, except form provided and forward to the Department's "except fight" to the Headquarters without delay, notify Desk Dieutenant on duty at Headquarters. Make proper record, and notify

his. Captain in every such case
169 Pa heid strictly responsible for promptness and accuracy in carrying out the provisions
of the above Rule, and in all cases of injury
reported by membera, no matter how slight the
injury may seem to be, make detailed record the

each such case in the least voice; 170 In complaint or casually cases, make, or case to be made proper records on forms provided and promust transfel actalls to the burner of Criminal is cut factor and Records.

171 Accept the report of the operator of a vehicle, or other person wishing to make known the occurrence of an accident outside his Precinct, obtaining such information as may be needed or available for making proper record of such accident, and immediately transmit divided by telephops to the Preemet in which are a accident occurred, at which Preelact the Lie densition day shall make proper record in fact provided and transmit details to the Bytes, of Criminal

Identification and Records
172 Inspect or cause to be inspected supplied
delivered to be Promet Station for conf. y and
quality, and shall make and the adequate record

thereof.

173. When going off duty, cartify in the Deak Blotter the fact of his being relieved, and the Lisa tenant going on daily shall certify in said Blotter the name of the Lieutenant whom he relieves at

the Besk.

174. He responsible that no member he permitted to go on, or remain on duty, who is under the silvatest influence of Humor, drug, or Intoxi.

the slightest influence of Hquor, drug, or intoxicating or stipsfying agent.

175. Not permit a blank space or i. e in any Departmen, record over which he had a service in 176. Be held returnable for accordance of in-

proper reports and he shall permit no subprilicate
who submits a report to leave the Desk until such
report has been assed a on and use and
177. Show shally and attention to every person

visiting Precinct Statem or note to becomes

178 When a burglary on other certous crime is
committed at the statem as the indicate
that it might have been precented by the Patrol
man on post, immediately assign a Sergenat to
investigate and report to the Capitalis whether
there was may begin to the major the Patrol

man to ascovering or preventing such crime.

179 Be responsible for observance of the
proprieties of military courtesy and deportment
during roll call and inspection of members before
sending them on duty

SERGEANTS

Serpeants shall have immediate supervision of Patrolimen on patrol duty and Patrolimen anagmed to special duty in their respective Preclocts Sergeants are airtistly enjoured to respect and obsidence at all times, and thail on so occasion obsidence at all times, and thail on so occasion of the patroliment of the service of the service of Sergeants shall set an example to all subordinates in solviety dignity, courtery, discretion, chapture and observance of proper discipling, and shall at all times appear neatly stitred, clean in

person and equipment When assigned to Deak Daty as Acting Lieu tenant, be responsible in the same manner and subject to the same Riles as those prescribed for Deak Lieutenants.

EACH SERGEANT SHALL:

180. When on pairol, be chargeable with the enforcement of law, prevention of crime, and arrest of offenders; see and converse with Patrolmen under his supervision as often as possible

during his tour of fety 131 When on patrol, not have a regular route by which to travel a district, nor a regular time and place for meeting the Patrolimen under his supervision. 122 Submit written report to his Commanding

Officer of general conditions in his district, especially concerning alleged or suspected disorderly

or gamb-lip he see:
183. Upon observing a violation of Rules, Regulations, or orders on the part of a Patroluna not under his turned at annewthing make diplicate report of the facts in the case to his Commanding Officer.

184 Make himself thoroughly acquainted with the cause littles of the Patronmen under his supervision and impartially report in writing to his Commans, Officer every case of internative, incompetency may set of daty, or any violation of the Roces and Regulations on the part of such

285. Constantly accruints and follow up the activities of Patronnen ended his charge, with a view to ascertaining whether police of time and promptly and efficiently performed, and mature-proper time that the proper content of the content of the

for that purpose.

188. Not leave his assignment while on duty except on official business connected with the Department, and in such event, shall advise his Commanding Officer of the time of departure and return, and the nature of hesiacas transacted.

187 At Seast once every two hours, at a spec lead force, communicate will all a Percent. Statue to the communication of the season of the seas

cer conceroing one matter and investigation, he cannot find a Patrolman on his post, extend the adjoining posts until that of the missing Patrolman is covered, and mility the Desk Lieutenant at the Precional Station If he cannot cover such post from the adjoining territory, remain thereon milit such mest is otherwise.

protected
159. While on duty, unless otherwise ordered,
alerty and fishfully patrol his district Validing
posts as often as precificable, accretion whatever
as posts are such as precificable, accretion whatever
the performance of every duty. Romain on the
street divraing his entire tour of duty unces otherwhere diversely has entire tour of duty uncess otherwhere diversely of receiving and carrying out used.
Officer. Not patrol on whileles, except when the
exceptions of the procedure of the proceptions of the procedure of the proceptions of the proception of the pro
ception of the pro
ce

ordered

190. Be answerable for the non-performance of
duties or where miscrulists on the part of Patrolmen assigned to posts in his district, and where
repeated companints are made by members of the
repeated companints are made by members of the
charges and links is pumishment for englet, or
duty if such companints prove to be well founded
and have not been reported by him to his Com-

mand go Officer
191 Imprest the memorandum books of Patrolmen andre his supers a.m. at least once eich week,
and see that sharms and chore perspectively lifety
quently test and counties the non-andre his
asservation to assertial hear knowledge respect
ing the Rules and Regulations and m. other mat
ters pertaining to their detties. Wheeever it
appears that a Patrolinan is ignorest of his duties,
settli shows no holdstips of imprevenents, or, it
till shows no holdstips of imprevenents, or, it

for any reason, a Patrol Sorgeant believes any Patrolman under his aspervision is either mentally or physically unfitted for patrol duty, beabled on reasy inform his Commanding Officer, in

urities, of his observa, one 192. Carefus, record in his memorandum book the date, time, and place of meeting each Patrolomu under his supervision during the several hours of patro, duty, also the particulars of all matters pertia ring to his daties necessary to make proper report to his Commanding Officer, or regarding, which, he may be called upon to make a

state recet.

193 During his tour of duty, visit, if practicable, all Patrolmen detailed at hospitals, public gatherings, or on other special duties or posts in his district.

194. When making his regular duty calls, do so through police signal boxes, except on occanions when such method would be impracticable or impossible.

195. When first arriving at the scene of a fire, rict or other important police emergency, reporting tacts to the Desk Lieutenant on duty at the Freelint Station, and then take such action as the situation may require.
196. Be held remonstible for the proper conduct.

to be relieved responsible for the global consumers and appearance of Patrolinan on their districted as and expectation of their districted the supervision of the supervision are about 10 to 1

197 At the beginning of sear four or duty, votate in command of the continuent of Partelants to past of the past of the past of the past their assignment to posts or other duties, and during the marrhing of set continuent from the Precinct Station to the street He shall conduct the assembly affinement inspection, and lack denta, we obtained in a wilder manner, and shall continue the past of the past of the past are the past of the past of the past are the past of the past are the past of the past past of the past past of the past pa

in the Assembly Room, five minorice before me headeded for rell call, he shall cause the contingent to form the first state of the contingent properly formed he will command, "RET" At a signal, oral or otherwise, from the Desk Lieutenant, he shall command, "SQUADS, ATTENTION." "RUMPT 600.

LEFT: PACE, FORWARD OR COLUMN RIGHT OF COLUMN LEFT MARCH : 10 anacing als cale ands as to parm t scoper playched in column f was into the Business. doors and when its center is opposite the center of the Deak balted by the command. "SQUADS HALT ' It shall then be caused to face to the Deck by the command "AIGHT OR LEFT PACE ' Irregularities in alignment shal len be corrected circumstances permitting without command. The comment the course of OLEN LANKS MARCH and pre-sared for inspection by the command "PREPARE FOR INSPECTION The Sergrant shall then manned each member of the contingent to ascerta a that he is properly uniformed and equipped and fit for duty, promptly apprising the Deak Lieutenant of Having concluded the inspection he will

take a pass? o in front of and facing the conter of the contingent and command, CLOSE RANKS MARCH He will then execute 'About Paso render prescribed salute to the Desk Lie tenant and await the rull cal, and assumment of members of the contagont to posts or notor duties. At the conclusion of the roal cast it will face the continuent and command 'PARADE, REST." ther again for the front and assure the the reas us of orders instructions and releted of car business he will face the contingent and command, SQUADS, ATTEN-TION" again face the Desk and render prescribed solute Upor acknowledgment of the condegest and command, RIGHT (OR LEFT) FACE. "FORWARD OR COLUMN RIGHT OR COLUMN LEFT,, MARCH," and move the continuent to the street where he will command, "TAKE YOUR POSTS."

198. Sergeants will carefully instruct Patrolmen in the use of signal boxes.

199. Sorgoants on patrol shall frequently examine the summous books and tags of subordinate members to ascertain if they are being properly filled in, and issued in proper order

STRUCKANT STENOGRAPHER

200. There shall be a Sergeant-Stenographer who shall be under the immediate supervision of the critic of Potre and who shall perform such discovered to the critic of Potre and who shall perform such discovered to him. He shall faithfully and dillinguished to the critic of the rank and shall be responsible in the matter manner and subject to the same rules as Sergeants in the Potte Division.

PATROLMAN

Appointment of a Paterinan to the Police Department shall be for a prolationary period of three months, continuation in the cervice being decedent upon the consistent the appointment and his fitness for the performance of the duties to which ask produced and recommendations of the Original Contract of the Commendation of the Commendation Officers of the Police Academy and his Superior Officers of University and the superior officers of the contraction of the Contract of the Contract of the Contract tion of the Director of Public Safety, be distinguished

a Patrolman is assigned to a Precinct or other unit merely to perfect an organization and he is subject to the orders of any Superior Officer of the Department. Each Patrolman, in carrying out the functions of the Department, namely, the preservaproperty, the prevention of crime, the arrest of viclators of the law and the proper enforcement of all the laws and princages of which the Department takes cognizance, shall constantly direct his best efforts to accomplish that end, intelligently and efficiently, and shall hold himself in readiness at all times to answer the calls and obey the orders of his Superior Officers. He shall be held to strict accountability for the good order of the Post to such recular hours of duty as may be prescribed When not assigned to regular duty, he will promptly and thoroughly perform such special duty as may be ordered.

EACH PATROLMAN SHALL

201 When assigned to a peak fallbfully, diligently, and alertly patrol every part to the I mits thereof until the expiration of his t-ur of duty He must not sit, lounge, loaf, or set the lettereon. When required to interrupt his regular patrol to give attention to any compilate, call for anxistance, arrest as offeeder or other patter engagence, he shall attend to such duty with business like dispatch and, without unnecessary loss of time require the traversing of this post to the regular

manner
202 In no case rotuse to give his assistance for
the protection of persons or property near his post,
it called upon in any instance requiring immediate
attention, but shall return to his own post as soon
as possible
283, Avoid concealing himself while on post,

except for some pointe purpose, and not patrol blues or other conveyances except when so assigned He shall be constantly on the alert, cobserving what takes place within alght or bearing and keep vigitant watch for fires, gas excaage, and offenses against persons, property and the public peace 204 Carafully inspect every part of his post as

204 Carefully inspect every part of his post as often as possible, and by his rigilance and activity render it difficult for anyone to commit erime thereon. He must, to the atmost of his power, prevent the commission of assaults, braches of the peace, and all other offeness about to be committed, and empaye in no alteractions or arguments.

and engage in no accreations or render such 205. Furnish auch information or render such aid to all persons when requested as in consistent with his duties. At all times, when in un-forms, wear his shield over the left breast on the outer most garment is sight, and give his name and number in a respectful manner to all persons who

elvilly request same 28. When any disturbance occurs within his post lines, or in the immediate vicinity thereof, instantly proceed to the scene and use his best afforts to restore peace and order. If any person shall have committed a crime, or shall by load outcries or otherwise persist in disturbing the peace takes the person offending into custody and convey the contract of th

him to the Precinct Station.

207 Report for day promptly, correctly and
nearly activated by the promptly, correctly and
nearly activated by the promptly activated by
the activated by the promptly activated by
the activate activate the promptly activated by
the activate activate the promptly activated by
the activate activate the promptly activate activate activate the beautiful activate activate

thes. Hyport to his Precinc, Station the curcust of any animal seen in any lot, street, or public place, so that it can be removed

209 When notified by a Superior Officer of any dereliction or neglect of duty, immediately explain the facts to such Superior Officer, and if ordered to submit a written report to his Commanding Officer, when reporting off duty, submit duplicate reports of such dereliction, or neglect of duty, and in the absence of the Commanding Officer, leave such report with the licak [destenant. and it shall be the duty of such Patro,man to visit his Commanding Officer at his office in the Precinct Station the first opportunity thereafter to give whatever additional information or explanation

may be required 210 Promptly transmit through the Police Signat avatem all duty or telephone calls required of him unless specifically ordered to transmit such calls by public telephone. After sending in a duty call await the proper return signal. and remain at the open stgral hox for at local two minutes to receive any emergeby call or to respond to any call to which he may be directed by the Besk Lieutorant it a return signal is not given, send in a telephone call from the same signal box, if such telephone call is not answered, proceed immediately to the next nearest signal hos or accessible telephone and communicate to

the Deak Liferienant the facts in the case 211 Upon d scovery that he is late on a duty call, proceed immediately to the nearest a rual box and send in his call obs relephone at once to the Deak Leguienant expla nog his reason for being late on the call At the completion of his tour of duty submit written dupli ofe reports to bis Commanding Officer of he was fifteen or more mornies late in sending in such city call, except when nten into in sculing in their calls. In such case all

their Commanding Officer 212 Learn the location of all fire slarm hoxes and Police Signal boxes and arrespole telephones on his post and require five hydrants to be kept unobstructed at all times keep the public wilfare in mind and cooperate in every way to be e'e with other City Departments in matters by . . . to his attention which are not within the to at the not

the Palice Department

213. Pay particular attention to unoccupied or temporarily vocant dwellings and buildings. whether or not same have been reported at the Precent Station make report of such places, and

protect them from thefts and damage 214 Not continually follow the same route in natrolling a post but occasionally stand in an Inconspicuous place alert and watchful of nurrour dires. While or post never enter a building except in the immediate discharge of duty, pever leave but by crossing the houndaries thereof, excent in the immed ate d scharge of police duty, and in such cases notify the Prec act Station as sonn

thereafter as possible. 215. When a crime has been comm tied on his post and there is cause to sespect that he has been negligent in his duty he required to prove to the satisfaction of his Commanding Officer that he was

alert and attending strictly to duty

216. While in duty note all street and sidewalk obstructions, all defects of streets and sidewalks from which accidents may occur, removing them when practicable, all places for which temporary permits are granted for building, or where open lngs or excavations are being made, and see that sultable accompandations are provided for the publie travel all con haves manholes and sewer basin payers left exposed or insecure all buildings pre-ted or in process of erection without the nermet properly displayed or any build ng defectively built or which may have become unsafe, or where prixeme dancer us or mwholesome trade is car sted on all musaness and other matters affection the safety and consentence of the public or the interest of the City and make report thereof with out delay In writing to his Commanding Officer

217 Be vig lant to prevent fire or waste of water. call the attention of those responsible to the state of their adewalks, where by snow, ice or other cause they are rendered dangerous, or when obstructed by fuel boxes or other articles, or with goods or signs extending to re than the lawful distance from any store or building, take note of all ashes purhage or other offensive matter thrown into the streets. Where the Laws and Ordinances, orders and regulations for the governing of such cases are d'aregarded upon notice given, and are not forthwith obeyed ascertan the names and addresses of the parties offending and report the same for complaint and prosecution.

215. See that the sidewalks and street corners are not obstructed by persons loltering thereon. Whenever two or more persons obstruct any sidewalk in violation of the law to courteously request them to move on. If such persons unreasonably persist in remaining so as to interfere with other pedestrians, promptly arrest and take them to the

215. Care for lost children by taking them to the residences of their purents, if located on or in the near vicinity of his post, and promptly notify the Precinct Station of such action If the realdences are not known or are at some distunt location, notify the Deak Lieutenant and request

226 Where found send persons found normiless and without homes to his Precinct Station Particularly watch female 'Street Walkers' and all persons who improperly accost others of the oppoelte sex upon the streets. Report all cases of death ition cases of contagious disease in which it is not certain that the Health Department has irregular or offensive.

221 Arrest persons found begging in the streets Also arrest all persons peddling wares without a license

222 When any thoroughfare becomes blocked with traffic one his sest afforts to aid the drivers of vehicles in disentangling the same. When the stream of traffic is continuous, open the way for pedestrians wishing to cross, and assist children and aged or infirm persons who would be otherwise

223. Pay particular attention within the limits of his post to residences of families temporarily out of the City and leaving the premises in care of servants, and note the persons admitted to such houses, especially diring the suspicious actions about the random of the circ imstances and the hours of the day or night when such persons are admitted or leave, so that such information may be available

224 Note as far as possible, without intruding on the privacy of individuals, all removals from or into the limits of his Post, and acquire such knowledge of the inhabitants as to know and recognize as many as possible, and be able to furpish information respecting them. Make himself thoroughly acquainted with all parts of his Post and with the streets, thoroughfares, courts, and

225 Acquaint himself with all public rehicles. and dravers thereof permitted to stand on or operating on his post. Note and investigate. especially during the night all vehicles, the drivers or overpants of which in any manner may excite suspicion. Take such immedate action as he deens necessary and report the facts to his Command ng Officer Pay parti-ular attention to motor vehicles of an kinds, observing their license numbers and constantly watch for such as have been reported stolen or which may have been used in the commission of crime or are not properly Neensed or equipped

226 Take particular notice of all places and persons on his post engaged in any husiness or scitvity which requires a Leense, and report to his Commanding Officer al. unlicensed places, or persens, and all cases where the provisions of a license are not complied with He prepared to give Information to his Superior Officers restive to the nature of al, business being conducted on his post.

227 Make himself thoroughly familiar with the City inc. dang the routes of street cars and bases. hospitals, courts. While on duty, carry with him an approved pocket guide of the City of Newark. 228 Pami, arize himself with the ocation and Burroose of street traffic sirns and if he sees them misclaced of tempered with to any manner tramediately rectify the same. If such signs are missing from their proper location, immediately make report of such fact to his Commanding Officer

229 Pay special attention to electric strest lamp outages at night, and all broken street light globes, and accurately report same in writing at the termination of his tour of duty, giving the number of hours of such outage and the location of the outage, or broken globe, as well as the pole number if nossible. Where a street light is not burning at night at a dangerous intersection or crossing where there is a probability of a serious accident occurring or making it hazardons for pedestrians, immediately inform the Dank Lieutenant at the Precinct Station so that the proper authorities may be notified, and the condition speedily remodied.

239 Pay particular attention to all electric wires that have failed to the grad d or are dangling from poles or trees, bearing in mind that such wires may be are and credited with same may result to death or serious likery use extreme or tion in the aspect on from fluored.

extreme on tion in the neverton frame. Guard any such w. or if there we hopper of an berrom contag in contact with it, utual for Patrelman on adjoining post, or rejuse the dis, available civi, an to inform the Beak Levisnant at the Predicts Batton of the circumstances as, that the proper agencies may us notifier am the regulared assistance promptly dispatched to the second or ad-

the Patreiman in generaling any suri wire

231. Immediately upon arriving on pas, a the

exentur from ently during the night and test be fore leaving bust carefully examine all doors of business places and office buildings as well as secured Likew se low windows the gates or en trances of areaways, transoms, grat ngs or other means by which as entrance might easily be effected Investigate at over if enyth ne unusus. be discovered strong scheme and make a thorough search of such premises, commented with Precinct Statum and modern r to notify the occupant or owner and stard g sard until relieved, or, should the owner occupant or other vespote sible person be not available secure the premises with a police lock, properly langed aform ag the owner that the key for such lock is available Return key to Previnct Station together with a written report detailing the circ imstances in con

232. While on satrol, exercise special care to see that the doors of the fire and policies signal boxes are closed to protect reschautems from weather conditions, partic larly snow elect, and lee Doors must be closed gently not sammed Upon firstlers in or rottee saters signal boxes damaged, or not accept the protection of the desire signal boxes and the same of the same of the same signal boxes are signal boxes and the same of the same signal boxes are signal boxes are same signal boxes. The same signal boxes are same signal boxes are same signal boxes are same signal boxes are same signal boxes.

Mentepant, romain at the Is as until such reports have been paned up mand accepted

234. On tours of daty or when warranted by conditions, or otherwise ordered, carry a nightable

in conformity with the Rules and Regulations
235. When detailed to school duty cover school
excessing our native day at Least fifteen minutes

before and after the cur newsement and dismissal of each session. Familiarize bimse, f with times of starting and duration of sessions.

searching and untrained of segments.

25 On night daty when evening schools are
in session cover scanool evisioning schools for an
fitteen minutes before commence ment and ren a'n
fitteen minutes before commence ment and ren a'n
school evening are in session with the properties
of and classes.

The properties of the schools are the school evening the sc

237. When on duty at parades, at fires, or on occasions where large crowds of speciators are present, face the speciators

238 Akhough assigned to paired duty, be equally responsible with members of the Traffic Division for the enforcement of the Motor Vehicle and Traffic Acts and City Ordinances relative to traffic on his post.

239 Refrain from waiking or talking with adjoining Patrolneen met on the boundaries of his post, unless to communicate information pertaining to the r poulce dath a bad in m ch cases make conversation as brief as nosatife.

240. When responding to a duly call, go to and return from the p are of a ch call by the shortest and most convenient route
241. When assigned to regular patrol duty.

upon the sparoner of five apparatus, embulance, or police valide responding to an emergency call, go to the center of the nearest street intersection to havre the and and speedy parameter of a like five meanths a wholeson or notice valids.

242. When assigned to posts upon which fire houses are located close the doors of fire houses after apparal a has left to doors of are allow also extinguish lights not needed and as allow mission extinguish lights not needed and act permit civilians to remain in fire houses during absence of the fire company.

PATROLMEN (MOUNTED)

248 Unless otherwise specifically ordered by the Chief of Police, Patrolmen assigned to mounted duty shall be attached to the Traffe Division and shall regularly patro, such sections of the City as may be prescribed by their Commanding Officer

244. A saddle horse w.i. be ridden at a walk, unless a faster gait as necessary in the execution of police business, except that Communiding Officers of squadrons and troops, by appropriate in.

atruction and supervision, will require members of their commands on regular tens of monated duty, true the monated control of the least two periods of the control of the least two periods and traffic perms. The Command Officer of the Monited Spund will regulate the duration and other details of much periods. The evaluation and other details of much periods. The evaluated is duration and other details of much periods. The evaluated is duration and other details of much periods. The evaluated is additionally will be fired parently readlanted.

266 At its minutes before the hour through out each turn of meanted parts, members of the Force on mounted duty unless actually engaged at the time in the performance of essence or duty, which requires them to be mounted, will dismount and remain dismounted for ten minutes.

and remain carmonned for ten monated duty 248. A member of the Force on mounted duty will not be required to feed and groom a horse while it is in stable, unless emergency require, but he may be permitted to do so with the consent of the Commandian Office.

247 Change of assignment of horses is prohibited unless approved by the Commanding Officer, Mounted Squad.

248. The clipping or cutting of the mane or tall of a Department horse is prohibited, unless authorized by the Commanding Officer, Mounted

249. Sickness of, or injury to a borse, shall be immediately reported to the Commanding Officer of the squal or trop for such actions at may be service of a vectorisation of administer to a Department horse and Department Veterinarian to the service of a local veterinarian test such borse. Build for such service will be rendered, in quadrupticate, to the Commanding Officer,

250. Each borse, unless on sick report, shall be given at least twenty minutes exercise dally.

PARTIES WOLDSCACE

A Pairolman assigned to motorcycle duty shall he under the general supervision of the Traille Division Commander, accept when otherwise division commander, accept when otherwise division and the state of the motorcycle and squipment assigned to him

A MOTORCYCLE PATROLMAN SHALL:

251 Make such minor adjustments to his machine as may be necessary. A, repairs shall

be made by the Department mechanic \$2. Keep his machine in a clean and service she crudt a art shall prior to say four of the country country of the country of the country of the cenders the machine unit for service, he shall wise his machine unit for service, he shall wise his machine of rain and mosture at the termination of his four of duty, and shall, at all the country of t

283. The a Department motorcycle only in the artial performance of police duty. At the expiration of such tour of d dy he shall leave his machine at a desuzated Department garage provided, that by reason of accident or other sulgency, in motor ye of Patics must be compiled to leave his age, he shall report such fact to his Communities, properties of the properties of the properties of the Officer but in any such case the machine shall not

be so housed for a longer period than is necessive. 284 Except by permission from proper author lly ride only the machine assigned to him. He shall at leave his provides unattended except and the state of the stat

205 Travers, such presented thoroughfares and sections of Predents of the City as shall be and section of Predents of the City as shall be for the City as shall be an expected by the proper authority for the control of the control of the control of the proper authority drive his machine at modernts speed, ordinarily drive his machine at modernts speed, prevent accelerate the shall observe the truffic regaliations as far as in constatent in the performance of police duty, and in accordance with the Traffic of police duty, and in accordance with the Traffic

258. Not allow any other member of the Department to ride the motorcycle assigned to him, except upon permission of his Commanding Officer, and in no case will be allow a person not a member of the Department to use such motorcycle, a motorcycle shall not be ridden "tandem" at any time, nor shall any person be permitted to tride in

the sidecar of a motorcycle, except when official permission has been granted for such service and permission has been granted for such service and for proper "accelete violance" agend by such person. \$57 in inclement weather, when motorcycles cannot be actely and efficiently used, be assigned to foot patrol in such places and under such conditions as may be ordered by that Commanding dittons as may be ordered by that Commanding

Officer 258 Faithfully patrol the section assigned to him during his top of duty, and shall not, except when specifically ordered, partol his section atom 259 Be governed by all the Rules and Regulations prescribed for the guidance of Patrolineo, inactor as they are applicable and do not conflict with the specific Rules naplying to Motorcycle

Patrolmen
249. Shut off the power of his motorcycle whenever the vehicle is not in motion. He shall not unnecessarily permit the motor of his vehicle to "idle."

281 In case of collision, whether caused by the carelessess of himself or that of any other per son, or by unavoidable accident whereby any vehicle or other property is damaced or any person injured by the motor yels. dismount and ascortain the extant of the injury to person or damage to property or vehicle occasioned by such collisions. In a Company of the case to the case to

PATROLMEN (TRAFFIC POST)

265. A Patrolumn assigned to traffic post or street interaction for the purpose of regulating traffic shall be at such post promptly at the time designated. He is specially charged with maintaining the orderly movement of all vehicles at his post with due regard for the selfey of operators of vehicles and pedestrians, and szactusy compliance from all mersons with the laws, ordinances, and

from all persons with the laws, ordinapoes, and regulations pertaining to traffic. 283. A Patroiman on traffic post duty must be dignified, soldier like in bearing, courteous, and civil, and exercise patience and discretion in the discharge of his duties, and by his alertness and

good judgment render safe and convenient all traffactory at his post factory at his post of A Patrolinan on traffic post duty must keep calm and control his temper even under trying and provoking circumstances. Uncivil and sagry remarks, and the reprimending of traffic violators in an abusive and spectacolar manuser will not be inclusived under any electromatories. In the serve if the control of the control of the control of the control of a slight infrared and any control of the control of a slight infrared and the traffic regulation, the traffic Paricolams shall do so brightly in a civil manney, and willout obstructing the traffic theory of violation of the traffic regulations, the traffic offtion of the traffic regulations, the traffic offtion of the traffic regulations, the traffic offtion of the traffic regulation of the traffic offtion of the traffic regulation of the control of the street cut-yellow of time or biodraws to frame of the control of traffic \$15. When a while it would in the regulation

same 266. A Patrolman assigned to a traffic post will give his whole attention at all times to his duties. He shall not engage in conversation with civilians or poiles officers except when necessary in line of duty and then such conversation shall be as brief as is consistent with courteys and effected conduct.

of police business. 267. A Partoniana assigned to traffic post duty shall not leave his post during his hours of daily without per mission, accept when properly relieved without per mission, accept when properly relieved ally, or when necessary in a police senergency and when so leaving shall notify his fixtum or Division if practicable in all such cases, he shall report to his Station or Division immediately upon

nes return.

265. When a Patrolman on traffic post duty is called upon for police service in the nature of an important emergency within a reasonable distance of his post, he shall promptly notify his Station or Division as to the nature of the call immediately

upon his return to post
255. A Patrolman sesigned to traffic post duty
shall also be governed by all the Rules and Regu
stations islad down for the guidance of Patrolman
lations islad down for the guidance of Patrolman
lations islad town for the guidance of Patrolman
lations islad to with for the guidance
lations islad to the guidance
with the specific Rules analying to traffic post
with the specific Rules analying to traffic post

270. A Patrolman assigned to traffic duty shall give signals clearly and distinctly, and avoid giving unnecessary signals.
271. A Patrolman detailed to operation of Traf-

271. A Patrolnom detailed to operation of Traffie Light Signals will, when appraised of the approach of fire apparatus or an ambulance, leave his station and take a position at center of the particular street crossing and make every effort. to insure the safe and speedy possage of such fire amparatus or subbalance.

272. A Patroliman neigned to fraffic duty will erforen traffic regulations as directed by posted signs. No operator wil, be permitted to drive a vabicle contrary to the direction as indicated by signs at street intersections, except in case of ensurence.

273 A Patrolman assigned to traffic duly shall be thoroughly familiar with the laws and ordinances, Rules and Regulatous relating to traffic, both vehicular, and pedestrian, and the proper operation of Traffic Signal Lights.

224. Polloweene shall be under the immediate supervision of the Commandia; Officer of the Command. Preclect. Bureas or either unit to which they may be antired, unless otherwise ordered. They shall have used receptar bours of day as may have a supervision of the command. They shall have used receptar bours of the preclect and the command the command the command the contract the and attention to the work excepted to them. They and attend to the work excepted to them. They care, unless otherwise directed, a written report of each investigation made by them to assest they are constituted in the contract the cont

276. Policewomen shall be governed by all the Rules and Regulations laid down for the guidance of Patrolinen insofar no such Rules and Regulations are applicable and consistent with the special class of duties prescribed for Policewomen.

COUNT OFFICERS

Members of the Department shall be detailed as Court Officers to the City Criminal Night Police and Family Courts in the discretion of the Chief of Police, and shall prompty and efficiently perform the dulies resulted of them.

COURT OFFICERS SHALL:

278. Be under the direction of the Judge and Clerks of the Court to which they are detailed, and have such regular hours of duty as may be prescribed by the Judge of the Court subject to the approval of the Chief of Police, When not actually engaged in performing court duties, the Court

Officers shall be subject to orders of the Commanding Officer in charge of Procincts 277 When attending sensions of the Court to

which they are detailed, wear the nuitorm prescribed by their Commanding Officer

ecribed by their Commanding Officer
278. Maintain strict order in Court, carry out
the directions of the Judge presiding not inconsistent with the Rules and Regulations of the
Department, carefully guard all prisoners brought
into Court, when ordered serve summons and
subposmas issued from the Court to which they
are assigned, and attend to all other matters

DOCAMEN 279. There shall be a decrman on duty at Police

Headquarters, each of the Percinct Stations, and the Police Academy at all hours of the day and night, and he shall be under direct orders of the Officer in charge.

DOORMEN (ASSIGNED TO POLICE HEADQUARTERS)

289 Doormen nationed to Police Headquarters shall be under the supervision of the Commanding Officer of the Detective Division, and under the state of the Detective Division, and under the commanding of the price of the Detective Division, and under the charge of the prices flow, and there was the present the property of the Commanding Officer. They shall not leave before Read of the prices of the Commanding Officer, and when on day shall confuse themselves to their own section of the cell host except when Decessary to leave it when on adopt a buffers until the Commanding Officer, and when on the Commanding Officer and when the Commanding Officer and when the Commanding Officer and when the Commandiate Officer and when the Commandiate Officer and t

any time.

281. They shall be held strictly responsible for
the proper and thorough scarching of all male
prisoners before confluing them to their cells.

regard.ces of the fact that such prisoners may
have been previously searched by the arresting

officer, or at a prior piace of confinement.

182. Except by special order to the contrary in each case, given by one of the Commanding Officers beriebefore mentioned, Doorness are for-bidden to carry messages or to attend to any business for prisoners in their charge other than is necessary for the temporary welfare of such prisoners in either charge of the prisoners in either shall they converse with any

prisoners who may be charged with a sectors offerso, except as to matters of the periods (come fort and necessity of acts prisoners They shall not adult may, event to the sea occupied by may be a section of the secti

PRECINCY DOORNEY

283 Frequently during the day and night and ni least every hat, have during the night, ampect the pelson and waters rooms (if any) and by care and vigliance, prevent escapes and suicides and report persons taken sick while in custody 284. Frequently clean and disinfect thereughly

the cold of the right after prisoners have been received therefore he had six retty responsible for the santany condition of the calls in the prison nice their care, and immediately reporte the owner in charge any needed relative 25%. While on drift, allow no one else to carry

the keys of the prison. When extend before the where the retained to the control of the work of the control of the where by the officer in charge, term over the keys to such officer, not enter cells when prisoners are confined when carrying their revolver or pocket.

bility
388. Refer all persons making inquiries regarding prisoners or palies bisiness, and all letters or
nessages to or frow pris news, to the Deak Lieutenant and refrain from all unnecessary conversation with proposers under their charge.

287 Un ess properly excused restain on duty until regularly relieved, and inform the relieving Doormen of all matters relating to the performance

233. So responsible for the archeeping of all make pranones intrasted to thele care. Keep such prisoners index core observation and tardinaries themselves with their names and countenances and impart to their Commanding Officer all indexmation concerning them of which they are not officer Chey that officer chey their chey are provided by the private or persons who may be private of their loss of interview them, and

shall be vigalent to prevent any possible transfer of weapons drugs, or other improper articles. They shall promptly report to the officer in charge any materialment of promets in Yes care.

288 See that food provided for prantners who coultre it is properly darribin ted and properly enter record of same in lock provided for that purpose. See that the food is fresh and whole some and is accordance with the prescribed rat on except at the direction of the Commanding Officer, when spot, all meals may be ordered and furnished to designated prisoners.

230 In searching a male prisoner, take exceptional care that such prisoner shall be thoroughly searched and he shall not be permitted to keep in his possesation any drugs, liquors or weapons, or dispose of, or secrete any mones, valuables, or articles of evidence. Remove from a prisoner's

A. All property uninwfully carried, or which is required as evidence B. Al. other property which is lawfully car-

ried, but is dangerous to life, or which would facilitate escape. C All other property which is capable of

being used to damage, or deface Depart ment property

D All other property, excepting clothing if prisoner is intoxicated. E If necessary, in the opinion of the officer in

charge, strip prisoner of all wearing apparel in order to make a thorough search. 291. All property so taken from prisoners shall

he property labeled or placed in an envelope or envelopes provided for that purpose, giving date of arrest, mome of prisoner, charge, name of arresting officer, and a description of the property, and turn such property over to the Desk Lieutenant for cantakeoping.

285 Doorman sansigned to duty in Precinct Statimes shall have such regular hours of duty as may be prescribed by the Commanding Officer of the Precinct subject to the approval of the Commanding Officer They shall keep the business room clear of all precious accept members of the Department necessarily there, and such persons as have hardness to transact.

193. Doormen shall be charged with the economical use of fuel, electricity, cleaning supplies, and utensils; be responsible for the commical

operation of heating plants, the orderliness and eleminates of the business room and all other rooms assigned to their care, the cleanliness of Pres ent Sin, on yards and arquester. Settlement of the settlement

294. They shall be held attrictly responsible for in proper and thereusly searching of al. male prisoners before confining them to cells, or stoners name, egan-wis of the fact that such prinoners may have been previously searched by the arresting officer, or at pror plane of confinement. They shall also thoroughly search all lodgers before; premitting them to every any part of the

Proc not Stat on for a night a lodging 295 They are forhidden to carry messages for, or attend to any business of practices in their care, other than that which is necessary for the tempora y weifare of sich prisoners except by permission of the officer in charge of the Desk They shall not admit any person to the cell occupiec by any orisoner nor permit any person to converse with such prisoner, except the arresting officer or officers. Persons who desire to converse with a prisoner must first obtain permission from the Captain of the Presinct, or the officer in charge of the Desk In such cases, Doormen will bring the prisoner to a sultable room where the prisoner properly guarded, may consult with the designated paragn or persons

MATRONS (ASSIGNED TO POLICE HEADQUARTERS)

596. A Matron assigned to duty at Police Headquarters shall be under the supervision of the Commanding Officer of the Datective Division, and under the immediate supervision of the Superior Officer in charge of the Prisos Floor, and shall have such regular hours of duty as may be pre-

scribed by said Cummanding Officer 297 White on days he shall not have Police Headquarters without perm salon of her Commanding Officer until properly relieved and shall confine herself to her own section of the cal block, except when necessary to heave on police basiness. They shall not take the keys of the women's cells from Police Headquarters at any time.

29s. A matron will be held strictly responsible for the proper and thorough searching of all cells or witness rooms. When searching any female prisoners she shall take care that such primpers shall not be permitted to keep in her possession any drops, douors, weapons, or to dispose of or secrete any money, valuables, or evidence A matron shall remove all property which is lawfully carried but is dangerous to life. or would facilitate escape and all other property which is capable of being used to damage or deface Department property An itemized record, in proper form, shall be made in a book provided for that purpose of all such property taken from prisoners, and as soon as possible thereafter be delivered to the Superior Officer in charge for safekeeping

acequing

239 A matron shall be responsible for the nafekeeping of all female prisoners entrusted to ber care, and shall keep them under close observation; familiarise herself with their names and countenances, and impart to her Commanding Officer all information concerning them which may come to her knowledge.

500. Prisoners who are pregnant with child shall have every rare and consideration betatowed shall have every rare and consideration betatowed shall have every rare and consideration betatowed with the shall be shall be shall be shall be shall be shall not be shall be shall not be shall not be shall not be shall not be shall be shall not be

event a physician does not arrive in time.

301 A matron shall be theroughly posted in
the methods of First Aid to the m. red, including
a knowledge concern m. mmediate sid in ordinary
cases of chiddrith, and she sha, apply the same
when necessary in any emergency when the
prisoner cannot be moved and a physician does

not arrive in time

102 A matron shall be responsible for the
proper treatment of fencale prisoners by any person who may be privileged to see them, and shall
be vigilant to provent any possible transfer of
weapons or other improser articles. She shall

primitly report. For G. ministelling Officer any instructionary by anywine of presents in for care. 303. See that food presided for prisoners who require i. is priposely a strictly and and properly enter record of same in hose provided for that some and the result of the control of the Cont

the Rype in thespectal real book

304 Except by special order to the contrary in can case given by a Commandant Ower, a to any business for prisoners to her charge other than that which is necessary for the temporary welfare of such prisophra, nestucr shal, she converse with any pranner who way he charged with a serious offense except as to matters of the neesonal comfort and secessity of such prisoners. A matree shall not admit any person to the cell occupied by any female prisoner nor nermit and person to converse with such prisoner Persons fexcert the arresting or investigating officers) who des to to see a prisoner m at first obtain permission in writing on form provided from the Commanding Officer and, in such cases the matron will bring the prisoner to the accepted corridor where the prisoner may consult with the deals. nated person or persons

MATRONS (ASSIGNED TO PRECINCING

305. A matron assigned to a Freciect shall be subject at a., times to the orders and call of the Commanding Officer of the Freciect to which she is assigned, and shall have anch regular hours as may be prescribed by the Commanding Officer

may be prescribed by the Communiding Officer 386 A markon shall keep the Precinct Station chain and in 1000, order except such parts as are required to be cared for by the doorman, and shall be charged with the esonomical use of cleaning applies at a stook a not the manutary condition

367 Matrons with the guided by and a blect to the gunva. It is and, the attun laid down for the government of all numbers and employees of the Heyarticant fasofar as they are applicable. 388 Not permit the confinement in a cell of a female prinoner with a nursing bely Cause any such prisoner to be delivered into the castedy of the Matron at Posses Readquarters. In any such case, if the prisoner is unlik to care for the child, and the child rannt be turned over to a respon sible member of the family or a close relative, the child shall be delivered to a houstal

309. The Surgeons' Division shall consist of the Chief Surgeon, Assistant Surgeons and such cherteal force as may be assigned thereto, by the Director of Public Safety, under the supervision of the Chief of Police.

316 The Chief Surgeon or one of his attestants, shall visit Police Meadquarters daily at a time agreed upon by the Surgeon and the Chief of Police.

311 Departmental daties shall take priority over the demands of private f fice except in cases of emergency, or other thesasil creams stapees.

312. Upon receipt of notice that a member of the Department has reported sick or intered, it shall be the duty of the Ch of Surgeon, or Assistant Surgeon to whom such case may be nasigned, to vis t the member w thout delay to carefully examine him and ascertain if his disability to sufficient to warrant remaining off duty He shall then fill out and file the sick report card which served to notify him of the case. Such subsequent visits as may be necessary to keep properly informed on the progress in each case, shall be made by the Surgeons. It shan be the duty of the Surgeons to closely observe all sick and injured members and to order them to report for duty when sufficiently recovered. Notice of such order shall also be given the Commanling Officer of the Praeinct or other branch of the Department to which such member is assisted

812. Departmental forms showing the return to duty of sick or injured members shall be filed in the Surgeou's office, and it shall be the duty of the Surgeons to require that such forms be for

314. It shall be the duty of the Chief Surgeon to report in writing to the Chief of Police the death of any member of the Department.

316 Surgeons shall, in all cases of sickness or injury of members of the Department instant on strict obedience to all orders and instructions given relative to the aleviation of their condition, but in no case shall no Department Surgeon sug-

gest that a member of the Department engage bim professionally n the treatment of any sickness or injury nor shall any Department Surgeria exact a fee for nor diagness or examination made of any member of the Department unless specifically requested to make such diagnosis, examination or to give treatment by n ct in perspect

335. The Streems shall keep in the Chlef Surgons office tim-lefe; rorefs in such case of sickness or injury of any member of the deparner tand as the reporte shall be a desiled hatery of the case from the time it is first reported until the member has vetered in orty or the case has not been supported in the contraction of the reported shall only be made available for examination by persons on from the Chief of Police.

317 The Chief Surgeon shall carefully manning all presents against for restriction to beave the unwisers are just for restriction to beave the curvature of the control of

318. The Chief Surgeou shall submit to the Chief of Police written report in the case of any member of the Department who shall submit to the date of the control of the Chief of the Chief

219. Upon receipt of notice that a member has failed to report for duty as ordered the Surgeon having had charge of the case shall immediately wast a sch member and make written report of the facia in the case to the Chief of Police

320 All cases where members of the Department have contagious diseases in their home shall be referred to the Chief Surgeon, and he will have jurisdiction over the member of the Department

involved until the termination of the case, in con-

221. The Surgeons shall examine prisoners taken . . and make proper disposition in all such cases. They shall examine practices as to their eaplty when requested by a Command ag Officer destring such service. They shall examine such bected in oxicated drivers of yehicles, whenever the officer in charge of a Prec not believes the condition of such driver warrants examination They shall exam us female prisoners or witnesses. when requested to do so by a Commanding Officer. but only when such female is accompanied by a policewoman or matron. They shall give testimony in Court in any of the foregoing cases when required. In each such case a certificate will be issued at the time of examination. A complete record of all the essential facts will be made and filed in the Chief Surgeon s office, and a full report made to the Commanding Officer of the Precinct or Bureau concerned, and a copy of such report shall be filed in the Chief Surkeon's office

322. All applicants for appointment to the Department what he made only examined by the Chief Surgeon or his Assistants, who shall report as to their finess. 333. The Chief Surgeon shall submit monthly

reports, in forms provided to the Chile of Police, and an all police reason reported to this office and an area of all police reason reported to this office and an area of the child of the control of the case of any member of the Department who has continued on member of the Department who has continued on the control of the Department who has continued on the child of the Department who has continued on the child of the Department of the D

Frequently or habitanily on sick loave.

325. A Police Surgeon baving under his care
a major of the Department assistant III, shall
meetral an whether or not the services of a Department Chaplain are desired. It the Chaplain's
services are required, he Surgeon shall notify
acricles are required, he Surgeon shall notify
call a Chaplain of the religious fatth preferred by
mich nember.

CHIEF CLERK

The Chief Clerk shall be designated and sasigned to the duties bereinafter described. He shall be charged with the care and custody of all books, papers documents and records pertaining to the o'he of the Police Department, and shall be accountable to the Admin.strative Clerk of the Department of Public Safety and to the Director of Pub, c Safety for their safe and orderly keeping. He shall keep the following records 1 Of all official actions taken by the Director of Public Safety or the Board of Public Safety in the trial of any member of the Department for violation of Rules Regustions or Orders I Of the name age. number assignment birthplace and former occunat on of each member together with the date of his or her appointment transfer or promotion and of any gabaguent severance from or renewal with the Department and all facts which affect the member's tenure of office. 3 Of time lost by any member on account of sickness injury, or other cause, 4 Of the salary of each member; 5. Of monthly expenditures and cost of maintenance of the Department.

THE CHIEF CLERK SHALL:

\$26. Receive all checks for the payment of searces of the members of the Department, turning them over to the several Commanding Officers for distribution, and obtain the receipts therefor

327 Have supervision of the clerks assigned to his office and report to the Administrative Clerk of the Department of Public Safety any neglect of daty or impropey conduct on their part.

328. Furnish a bond approved by the Director of Puls c Sufety for the futhful performance of his duties and he shall also require the Property Costodian to furnish a similar bond.

329 Have supervision of the storing and supervision of all transtoners in supplies, and shall cause to be found to complete and accurate record of all to be found to be found to be found to the found to be safely kept and to be presented in Court at the specified time.

the Be under the supervision of and perform such other duties as may be delegated to him by the administrative Clork of the Department of Public Safety or the Director of Public Safety

PROPERTY CUSTODIAN

331. The Property Custodian shall be a member of the Department specially assigned to such duties by the Director of Public Safety He shall be under the immediate supervision of the Chief Cherk and shall have such requis

212 The Property Custodian shall take and mele ra has proceedly weather all best solden. Solden shall be the solden shall be the solden shall be the solden shall be the solden shall be the solden shall be solden shall sale hard shall be solden so the solden shall be sol

"The Property Outsoftan shall have charge of all stationery and often supplies belonging to or purchased for the Department Toporty and may be designated by the Ct of Clerk, and will keep at the Outsoft the Ct of Clerk, and will keep at the Outsoft the Ct of Clerk, and will keep at the Outsoft the Ct of Clerk, and will keep at the Outsoft t

Its and sourced by the Chef Curk.

284 The Property Clastodian hall not deliver
any lost solen abandoned or unclaimed property, property held as windome, or prisoners'
property, the last office all possesses, to say member
erectives from such member or other perions a
written order signed by a Commanding Officer of
the Department He shall give a receipt to all
persons delivering any property whatsourer info
member of the property of the pro

335. In the event any lost, stolen, abandoned or unclaimed property, property held as evidence, or praceing of the property custodian to any member of the

Department for use in court or for any other purpose, and is not returned to the Propert Custodian within forty elpit hours, or in the event such property has remained in the keeping of the court and is not promptly returned, or a recepted invaniorly in our received therefor after the disposition of the court of the court of the court of the Property Custrel are shall promptly in the reference of the court of the court of the court of Culter Clerk to writing of as in fact.

236. The Property Cantodian shall, before the first of February of each year, submit an ir vertex preport to the Chief Clerk of all property in his possession, together with a statement as to the status of any portion thereof affected by the provisions of the law concerning the disposition of unrianned

property 337 All unclaimed personal property, not in

cluding money or property which may be required by the Department as ordiners. In possession of the Property Custodian which shall have remained unclaimed for a period of air mounts or more, and after every remainable effort in seem made by the about the state of the property of the state of the shall be sold at public activities growing the 338. All unclaimed money in possession of the Property Custodian artice being hold by the first fact mouths and after every remainable effort has owner thereof, shall be delivered to be about the

239 The Property Gustodian, except upon a court order, or as otherwise provided shall not deliver to any claimant, strien or wrongfully taken property, or property, or property with may be remained in any criminal or civil proceedings until all proceedings received in any criminal or civil proceedings until all proceedings through gardy property shall have been finally disposed of, including appeals, and during the time when suncein may be

lawfully taken
340. In the event of any explosives or inflammables coming into the possession of the Property Custodian, he will cause same to be immediately delivered to the Department Chemico-Technical

Laboratory

341. When property is to be identified or delivered to claimants at the Property Casteddan's office, the arresting officer shall accommon the

claimant or owners.

342. When property taken from an unidentified person is received by the Property Custodian and the identity of such person is later established, he

shall make the necessary additions to his records, and promptly report the facts to the Chief Clerk

TELEPHONE OPERATORS

No messages are to be sent or received by telephone except on hunters connected with the Poller service. It is to be understood that messages should be transmitted whith do not somit of delay such as a summost for a doctor or other person urgently required, the intention belog to accommodate the public without interfecting with Department bush

A telephone operator assigned to duty at Police Headquarters shall, under the direction of the Commanding Officer of the Detective Bureau, he subject to the orders and immediate supervision of the Chief Telephone Operator.

EACH TELEPHONE OPERATOR SHALL:

342. Be charged with the proper and efficient performance of such duties as are prescribed.
344. When attending the switchboard, upon receiving a call shall immediately answer "Head-

quarters' and give their operator's manufer at \$1 ft a connection is required the shall make the same through the accessary signal and supervise the connection active more great and access access and access access and access access and access access and access and access access and access and access access and access access and access and access access access and access access and access access access and access ac

ing connections and keeping the lines clear 346. While on duty, he courteous, prompt, and salert in the service at the switchboard Annut, brusque or uncivil response to calls will not be

tolerated under any cfreumstances.

347 Permit no person, whether or not a member of the Department, except Commanding Officers or persons properly under zed, in the telephone operators' room, nor permit any person to overhear the transaction of official police business by telephone and permit no person to lost, fills

or visit therein,

348. Under no circumstances give out information concerning police business to any person, except to a member of the Department for whom

349. After completing a connection, refrail from Hasening-in an a telephone convexuation, except when ordered to do so by the proper officers, 550. Under no circumstances leave the talephone switchboard without first being releved by a competent person are their and/s on permission by the Commanding Officer of the Day, or the Night Detective Bureau.

351 Perform duty at such hours as may be directed by the Commanding Officer of the Detective Bureau, or in his absence by the Chief Telephone Operator

phone Operator
352. In an emergency, and when necessary for the protection of life and properly, direct the attendance of reserves from emmanda adjacent to that in which the emergency exists, issuediately reporting his action to the officer in command at

CHAPLAIN

A Chaplain shall have the assimilated rank of

A CHAPLAIN SHALL:

353 Visit the sick, injured and dying members of the Department and minister to their spiritual welfare. 354 Be attired in the prescribed uniform, or in

the public cierical garb of the church to which he belongs, and wear the insignis of his office when appearing in his official capacity upon any public occasion

355. Be treated with the courtery and respect

due to his calling
356. Be authorized to visit Precinct Stations
and Department offices and to converte with any

DETECTIVE DIVISION

357 There shall be a branch of the Department known as the Detective Division which shall be under the supervision of a ranking officer it shall include the Day and Night Detective Bureaus, Bureau of Criminal Identification and Records. Automobile Theft Bureau and such other bureaus, enuits or mutts as may be created from time to

time, and he composed of such members of the Department as sucy from Lune to time, be as sizeed thereto by the Drector of Public Statety 38: The Commanding Officer having super-values of the Detectors Division shall have considerable to the Detectors Division shall have considerable to the Detector of the Detector of

ment other than the Detective DIVISION 55% In the absence of the Chief and Deputy Chiefa, or the Impertors the Commanding Officer of the Day or Night Detective Burents shall assume control and command of the Department during his respective tour of duty unless other wise ordered by the Director of Public Safety, or the Police Commissioner.

COMMANDING OFFICERS—DETECTIVE DIVISION DAY AND NIGHT BUREAUS

340 The Commanding Officer of the Day Detective Bureas shall conduct the business of the Detective Bureau and shall have command and control of the mee'hers assigned thereto subject to the direction of the Commanding Officer of the occurrence of the Commanding Officer of the confine willing the scope of the duties of the Detective Bureau. In promptly and efficiently bandled, and keep or cause to be keep accurate and com-

361. The Commanding Officer of the Night Detestive Bureau ska, have command and centrol of the members assigned to the Night Detective Dereau, subject to the direction of the Command that every case conting within the scope of the duties of the Detective Bereau during his tour of duty is promptly and efficiently hassilid, and zeep or cases to be kept accurate and complete record

383. The Commanding Officers of the Day and Night Detective Enreaus, respectively, shall, whenther the control of the control of the part of the from their office during their hours of duty place in charge a Superior Officer of the Detective Bursan.

353. The Commanding Officers of the Day and Night Detective Bureaus, respectively, shall keep the Commonding Officer of the Detective Division fully advised as to the work of their respective bureaut, and where important cases are under investigation shall consult frequently with and advise the Commanding Officer of the Detective Division of such progress as its beling made

Division of mch progress an in being made 346. The Gemmanding Olicers of the Day and Night Detective Byteaux respectively, shall report to the Commanding Officer of the Detective Division, in writing, all complaints against members of their respective bureaux made by etitizans or members of the transcript of the working that and shall take webstating statements in all low-stigations they may

365. The Commanding Officers of the Day and Night Detect ve Barcaus, respectively shall be responsible for the sarvice of all criminal warrants

delivered to them thre seh proper channels 546. The Commanding Officers of the Day and Night Detective Bureau respectively shall submit, in willing to the Director of Public Safety, through off-cial channels, a month v report of all and an annual recognitistic not for the fivetor of Public Safety, through the Commanding Officer having supervision of the Detective Officer having supervision of the Detective

367 Daily before 9 00 A. M., the Commanding Officer of the Night Detective Bureau shall cause proper duplicate reports to be readered to the Commanding Officer of the Detective Division of all completed cause handled by the members of the Night Detective Bureau so that final ass general seasons are the seasons of the Comments and the Night Detective Bureau so that final ass generals may be made

Final ass generate may be made 288. The Commanding Officers of the Day and Night Detect to Bareaus shall be subject to all the rules and regulations indi down for the guidance and government of all Precises Commanders. Insofar as they are applicable and do not conflict with the specific rules prescribing the duites of the Commanding Officers of the Day and Night Dates.

LIEUTENANTS

DAY AND HIGHT DETECTIVE SUREAUS

tive Bureaus

345. The Lieutenant or Acting Lieutenant assigned to day duty in the office of the Commanding Officer of the Day Detective Bureau shall be the immediate section to the Commanding.

Officer of said bureau and in the absence of the Commanding Officer during his regular hours of and have and exercise the same authority and perform all the duties of the Commanding Officer of the Day Detective Burea i as provided by the Rules and Begulations. He shall be at all times there cerniar the work of the said Detective Bureau so that he may be properly equipped to premptly take Day Detective Bureau in any emergency. He shall conduct the roll rall of members of the Detective Bureau each morning and at such other times as may be directed. He shall at each roll call propall general orders, and such special orders as pertalk to detect, yes, and communicate all necessary information and matter whenever practicable, all complaints of criminal activities in the City coming to the attention of the Detective Deviaton, and also names and descriptions of persons wanted He shall when professional or known criminals are in custody, exh bit them at roll calls when possible, and make known their crim-nal history for the information of the members of the Detective Bureau He shal, give proper advice to members in his charge, attend to all complaints, application for service, or any other request coming to the Detective Bureau, and perform such other datter as may be required. He shall promptly report to the Commandier Officer of the Day Detective Bureau every case of misconduct, insubordination and neglect of or unfitness for, duty, on the part of any members in his charge

370 The Lieutenant or Acting Lieutenant assigned to a ght duty in the office of the Commanding Officer of the Night Detective Bureau shall be the immediate assistant to the Commanding Officer of said bureau and in the absence of the Commanding Officer during his regular hours of duty, shall be in command of the Night Detective Bureau and have and exercise the same authority and perform all the duties of the Commandleg Officer of the Night Detective Bureau as provided by the Rules and Regulations. He shall promptly and accurately make necessary entries of official business in the Department records in the manner prescribed for keeping such records. note all absentees and report the same to his Commanding Officer, communicate all orders and other necessary Information give power as we set in attrictions to members in his charge, attend to complaints applications for excise, or any other request forming to the supervise of crimes and per form such other dates an may 1 request the shall penegate proper in very up to he scenmanding Officer every case of misses what I taske fulfus them and payer of our sufficiency on the second of the less and payer of our sufficiency on the second of the second of the sufficiency of the sufficiency on the

377. Litutenants or Acting Lieutenants assigned to riftee duty in the Buy or Nach Discretize Bareaus shall be set; by seeps such to riftee duty under their supervised as after the pressal part of order of the respective bareaus during their hours of other States of the Pressel part of

372 All genera and operful orders, after having been result and exp aince, had the posted spin and be part and and be part and and provided for that purpose for a period it three days, after which they will be properly filed. Members of the Dav or Vight between cofficin v thomod as to the provided as a second orders and the second of the provided as a fact that the second orders a shall be so informed by the Lautenant or Acting Lieutera and of the Day or Night Defective.

Bureaus apon their return to duty 272 Lieuzenauta and Sergeants sesigned to the Detertive Bareaus will be held particularly reanonable for the efficiency, disciplina, general good conduct and appearance I the members of the groups or squads assigned to their special supervision. They are strictly enjoyed to require from subordinates a proper attitude of respect and ebedience at all times, and shall on no occasion indulge in unofficerlike familiarities with them Whenever it appears that a detective is ignorant of his duties and after a reasonable period et Instruction shows no indicat on of improvement or if for any reason, they believe any detective under their general supervision is either mentally or physically incompetent and until for detective duty, they shall promptly inform their Commanding Officer of their observations.

374. They shall daily investigate and clieck the work of members under their special supervision with a view of determining whether cases scolened to them have been promptly and properly investigation.

gated
375 They shall, unless otherwise ordered, or
absent on nevestary police business, be present at
the control of the control of the control of the
determination are in their particular charge of
their daily dottes, and shall inform themse ves of
list, in who are given orders, assignments, or
other duties, so that they may see (1) that and,
performed.

DETECTIVE BUREAU-DAY AND NIGHT

376 Members of the Detective Bareau are particularly respect with the present of crime and the investigation of crim nal cones in the City, the deteation and arroad of crimminal offenies, the recovery of lost and stokes property the proper cooperation with other authorities and the responsibility of giving the property of the property

377 The Day Detective Bureau shall function daily from 7 o'clock A. M to 7 o'clock P. M. Members of the Bureau shall report for roll-call faily at 9 00 A. M., and at such other times as may be ordered, or as their work may require, unless on duty elsewhere or properly excused.

378. Members of the Day Detective Bureau shall in tren perform, a fair of reserve duty as ordered by the Communities Officer and shall not leave Hoad parters, except on assignment, without the permission of the officer in charge they shall respond promptly and cheerfully whenever their

579 The Night Detective Bureau shall (moetlen daily from 700 P M to 700 A M Members of the Bureau shall be on duty during these hours, and at such other these so ordered or as their work may require. They shall report promptly for duty each night, unless on duty elsewhere or property excused.

330. Members of the Day and Night Detective Bureaus shall immediately after making an arreat, file an arreat blank, correctly executed, with their Commanding Officers, or in their absence, with the officers in charge, for those prisoners who are to be fingerprinted, etc., or for such prisoners as have previous criminal records. Members of both Burcaus shall be held personally responsible

for alread endicitation with this lands. Detective Baccass shall co-persist with an another and with all other morehers of the Department in the another and the properties of the Department in the crimicals and the end consent of all the laws of the State and Ordinautors of the City of witch, the that they are policients, responsible for the performance of all police daty and required to observe all the Rules and Reculations appliesbox is them

It is democra of the Day and Night Detective Bureaus shall not interfee or interfers with a prisoner arrested by another member of either Bureau uniter permisten is given by auch other member, or they are no ordered by the Commanding Officer of the Detective Division, the Commanding Officers of the Day or Night Detective Bureaus, or in their absence the Officer in charge.

MS Unless otherwise directed, members of the Day and Mishb Dete-ties Bureau sha Littlew up such case an entered to them. They shall Interties a state of the direct shall intertie that the full facts and perficient life muther entering each case and obta's on severale such as the full facts and perficient life muther entering each case and obta's on severale such as the state of the direct shall be directly as a state of the direct shall be desired and perfect shall be directly as the direc

dembers of the Day and Night Detective Bureau shall familiaris benesives with the criminal classes arquire a knowledge of their practices, housing and associations, and arquish the commission of crime and in evaling detection. They shall also arquire a thermost knowledge of the criminal law god the element that the commission of crime and in evading detection. They shall also arquire a thermost knowledge of the criminal law god the element that knowledge of the criminal law god the element that the control of the control of the control of the criminal law god the element that the tradem call raises of evidence, to the rad that they may be earthed to prevent their scene in crust the control of the contr

and antiantianch member of the Day or Night Detactive Bureaus with report promptly to his Commanding Officer such information as he may he any way obtain proposes relative to supplicious persons or places or any occurrence or cfrequentance in any appearance or the proposed proposed of the proposed proposed of the Department in Sedime of any assistance to the Department in Sedime of the Proposed proposed of the Propo

of heglect of duty
388. Members of the Day and Night Detective
Bureaus are specially charged with giving particular attention to, and acquiring the greatest
possible degree of proficiency in, the duties of
the particular squad or assignment to which they

are defined.

37 Members of the Day and Wight Detective Barranes when leave the City on pick be shaded by the Day of the

prisoners 388 Members of the Day and Night Detective Bureaus shall not leave the city to conduct any lavestigation or in perform any act within the acope of their daties, without the express permission of their Commonling Officer, on the officer in charge except when n immediate pursuit of a

339 Members of the Day and Night Detective Bureaus shall submit written reports to their Commanding Officers on all matters assigned to them for investigation. They shall also keep their Commanding Officers advised duly of the pragress and developments in important cases to which they are santing.

350 Members of the Day and Night Detective Bureaus shall not eater into official Department correspondence over their signature nor shall they convey official Department communications by telephone or otherwise outside the City, except by permission of their commandicing Officer

Bil Assignment to and continuance in the service of the Day and Night Detective Bureaus shall be dependent entirely upon the individual member's conduct and general fitness for the perterminar a cf. the states require, or im as had been stated by the post of the way and the respect and recumentary of this work and by the report and recumentary memory is deal to be superior officers. That any memory is deal to the state of the state

332 All respects for executive services shall, when it is presented for executive services in charge of either the Day or Night the officer in charge of either the Day or Night the first that the present is the intensity of the control of the control of the control of a Commanding Officer when absolutely intensical services and intensity of the control of a Commanding Officer of the control of

at the cillent practicable time.

Bernaus when of the Day and Night Detective Bernaus when of the Day and Night Detective Bernaus when of the Day and Night Detective Bernaus who may be the subject of the Organical Control of Section 2014. Bernaus of the Day and Night Detective Day and the Day

35. Members of the Day and Night Detective 35. Members of the City for prisoners, or on other business for the Department shall immediately on their return, furnish their respective Community, Officers with an ientical statement of their personal expenses, also the expresses crushed with the arrest and transportation of the

prisoner.

388 Police Officers coming to the City from
other Jurisdictions who require the assistance of
the Detective Burcaus will be referred to the Conmanding Officers of either the Day or Night Dacetive Burcaus, or in their absence to the officer
is charge, who will see that the necessary assist
access turnshed. Members detailed for duty of

this nature will keep their respective Communiting Officers informed of the progress of the case and will also report the final results.

357 Members of the Day and Night Detective Bures as will refrain from offering suggestions or giving information other than their ordence, unsolicited, to the court in the arraignment or trints of any prisonors

398. Members of the Day and Night Detective Bureaus shall keep important criminals constantly under surveillance, and report places of employment of such persons to their respective Com-

manding Officers of their respective Commanding Officers of the Department charged with 359. All persons whether arrested by detectives or other members of the Department charged with crimes other than ordinary misdeme

tempted to commit other than ordinary naise tempted to commit other than ordinary naise meanors, shall be brought before the Command ing Officeru of either the Day or Night Bureaus for questioning and investigation 400 When it becomes necessary for a member of the Day or Night Detective Bureaus to act as Agent of the State of th

of the Day or Night Detective Buressary for a member of the Day or Night Detective Buresaus to act as Agent of the State of New Jersey in rendition (Interntate extradition, cases such member must first sective perrotesion of the Chief of Police in writing through his Commanding Officer requesing the C-unty Prosecutor to designate such member as Agent.

401. Superior Officers assigned to daily is the Day on Night Detective Surveys about sevenal the subnorty of their mark only when a sevenal the subnorty of their mark only when a few and to such other emergence of critical cases and to such other emergence of the subnorty. However, they almost on temperature authority. However, they almost on temperature authority theorems of the services require the authority theorems of the subnorty through the

do Describes of equal or lower rank.

402. Describes on duly in divilian clothes at a location where their presence may appear empleions to citizens shall inform the Dispatcher in the Radio Broadcasting room as to their location and as to the probable length of time they will be Present at auch location.

463. Detectives, upon sesuming command at measurement of services amergency, will do so in a maximum that will not show common or criticism. They will not show arbitrary or useless orders upon other mambers of the Department who may be

present, and will apply their experience and superthion to the sex (int. of you tip out work.) thinks to the sex (int. of you tip out work. As soon as you be after their artists. Bey will release the members of other commands present as that Bey as a renum their results momen. conv. place of warmers they results momen. conv. place of warmers per to the office in command at lieady arters be "repossible for telephone and other alarms, and the subhitation of proper reports giring all dealin of emergency, his activities manne and ranks of mombers of other controlled.

BUREAU OF CRIMINAL IDENTIFICATION

404. There shall be a branch of the Detective Division known as the Bureau of Criminal Identification and Records which shall amploy the Flingerprint and Photographic systems of identification, and where the crimnal records and photographs of all prisoners shall be filed and other notice records and reports shall be received.

tabulated and filed 465. The Buyeau of Criminal Identification and Records shall consist of an identification section. Photograph Section Robort Sellip Correspondence Soull in Lost and Stelen Property Section. Teletyne Section and such other sections or units as may be added from time to time The Bureau of Criminal Identification and Records shall function twenty four hours each day of the year 406 The Bureau of Craminal Identification and Records shall be in charge of the Chief Identifieation (lock who shall have full supervision subject to such rules and orders as may be issued by the Dip tor of Public Safety the Police Commissioner thief of Police, or the Commanding Officer of the Detective Division

407 The Chief Identification Clerk shall have direct charge over suck employees an may be sasigned by the Director of Public Safety to the Beream of Criminal Identification and Records, or Austrant Chief Identification Crois, such Identification Crois, such Identification Crois of the Directs Identification Crois of Crois Identification Crois. Assistant Crois Identification Crois, Assistant Crois Identification Crois, Assistant Crois Identification Crois, Assistant Crois Identification Crois, Assistant Crois Identification Crois Identification Crois Assistant Crois Identification Crois I

tant Chief Identification Clerk are absent, and no other member of the Bureau has been designated in charge, the Officer in Charge of the Detective Bureau shall be responsible for the conduct of the Bureau of Criminal Identification and Record

Bureau of Criminal Identification and Records. 608. The Chief Identification Clerk in charge of the Eureau of Criminal Identification and Records shall be mobilect to all the Rudes and Repulations hald down for the guidance and government of all Commanding Offerts, Insofar as they are applicable and do not conflict with the specific Rules prescribing the duties of the Chief Identification

409. No member of the Department shall be permitted to search any of the lifts of the Bareau of Criminal Identification and Records except such Celerks or Officers attached there to and any information, pictures or data, on file in the Bureau of Criminal Identification and Records shall be obtained only through the Clerks or Officers assisted therein.

410 The employees of the Bureau of Criminal Identification and Records shall be on duty during such hours as may be ordered they shall be punctual in reporting for duty and shall give prompt and dillgent altention to all work assigned to them. No member of the Bureau shall absent himself from his duties for any profracted period of time without permission of the Chief Identification Clerk or other member in charge, and at no time shall be leave the bulld an except with permission of the Chief Identificat on Clerk other member in charge or Officer in Charge of the Detective Bureau. 411 Hours elvier out any picture, communication or criminal record to members of the Department or other duly authorized persons, all Identification Clerks or Officers of the Bureau shall see that an "out card" is properly executed, signed and filed, or that proper receipt is obtained No original records are to be taken from the Bureau by anyone unless in the custody of a member of the Bureau, and then only with the permission of the Chief Identification Clerk, Assistant Chief Identification Clerk or other person in charge.

THE IDENTIFICATION SECTION

412. The Identification Section shall be devoted to the identification of prisoners and the unknown dead whose descriptions and ingerprints shall be taken and distributed in accordance with the have of the State of New Jersey, are to a six other fix-creptals furcates as may be detauted. The description and finecept-rate shall be carefully and accurately taken and the fineception exercists. In A.5 of and its difficult to the duty of the Irectification Sector by personal and the fine creation of the control of the control of the unit of the control of the control of the control of the unit of the control of the control of the control of the unit of the control of the cont

413 Prisoners shall not be fingerprinted or photographed without the sauction of the Command on Officer of the Detective Division or the Command up Officers of the Day and Night Detec tive Burea a Ad such prisoners shall be accompanied by an arrest blank properly fitted out by the arrest mg officer and bearing the sanction of a Commanding Officer of the Detective Dixinon. They sha be bruight to the Bureau of Criminal Identification and Records only under the guard of a pe co officer or palice officers Female priseners shall be a companied by a police matron 414 Phot graphs of criminals taken by the Burens sha , he is vate y kept in a file provided for same in the reastice with the product operands ayaten for the field me of the Department an an ald in the greent, s, and dis and crime. The Chief Identifican p Cork shall be personally

Presents to the but atthe me 18 No. Held records segretate as photographs shall be reserved or expression. 148 It shall be the day of the formitisation Section to take superports and certification ment and all other descriptions and superports ment and all other descriptions and superports ment and all other descriptions and superports the Distorctive Distriction, or Commandia Solicies of the Distorctive Distriction, or Commandia Solicies of the Distorctive Distriction of the superport of All I be about of code case, such data brings

properly field and preserved.

47 It shall be the dairy of the identification fleeting in conduct sense for item and section in conduct sense for item as the request of investigating officers. Members conducting and investigations shall be delegated by the (their destination of the sense of

discorprints of sempots, and identifications effected wherever substitute The Carlo Identification Control Research (Control Research Control Research (Control Research Control Research Control Research (Control Research Control Research (Control Research Control Research (Control Research Control Research (Control R

THE PHOTOGRAPH SECTION

418. The Photograph Section shall take, develop and print photographs of prisoners (both gallery and full alge) all necessary photographs of scenes of crime deceaned persons evidence and such other police pictures as may be ordered by the Commanding Officer of the Detect ve Division, or Commanding Officers of the Detective Bureaus under the direction of the Chief Identification Clerk All photographs shall be carefully made. seria y numbered filed and stored, and a proper record made of their taking. The materials used by this Section shall be carefully stored and inventoried from time to time and shall not be wasted in any manner Mombers assigned to the Photograph Section shall not report off duty until properly relieved.

THE REPORT SECTION

419. The Report Section shall attend to the reception, recording, filing and statistical compliation of all complaints, casualties, arrests warrants, sic and all reperts of investigations pertaining thereto in accordance with racibate and systems prescribed by the Chicf Ident feation Clerk The members of this Section shall perform their work carefully and an irrately with the utmost courtesy in their dealings with the patter and shall not leave their posts of duty mill properly relieved 470 No reports of investigations shall be accented directly from the members of the Detective Bureau auch reports are required to be forwarded to the Bureau of Criminal Identification and Records by the Commanding Officers of the Detective Bureaus. No member of the Bureau of Criminal Identification and Records shall give out any investigator's report after finng in the Bureau, without the permission of the Commanding Officer of the Detective Division, or Officer in Charge, and then

only with the knowledge of the Chief Identification

Clerk or his Assistant, and in such event, proper "out card" shall be executed, signed and filed with such report

THE CORRESPONDENCE SECTION

422. The Correspondence Section shall attend to all of the correspondence of the Bureau of Criminal Identification and Records and the polloc communications received and an ent by the Detective Division. All communications received shall be stamped with time clock immediately aron and the Communications shall be neatly and carrially rycommunications shall be neatly and carrially rycommunications. The control of the property of the section of the control of the property and will be accelerately fixed in appetial time.

THE LOST AND STOLEN PROPERTY SECTION

422. The Lost and Stolen Property Section shall be charged with the responsibility of keeping the records of all lost or atoless property reported by the Detective Division that may be sold to second tion shall also record and files the reports of all purchased or pawned articles, an reported by the second hand stores or pawn shops and shall care with such a contractive property of the property with such contractive property of the property with such contractive property of the property with such contractive property with such contractive property.

424 This Section shall exercise proper superrision over second hand stores and pawn shops, to see that their reports are made in accordance with laws and ordinances governing such matters, and shall report to the Chef Hentification Clerk

any riolations that may occur

426. A monthly report shall be compiled by the
Lost and Stolen Property Section showing the
amount of work performed by the Section and the
recovering hunds.

TELETTPE SECTION

426. The Teletype Service is established primarily for the speedy dissemination of police information and for the purpose of supplying maintaining and operating instantaneous electrical communication between Police Headquarters and the Pracinct Stations

The Teletype Section shall consist of sendnar and receiving machine in the Teletype Section of the Hureau of Criminal Identification and Recomin, and receiving instruments installed in the Recomin, and receiving instruments installed in the Installed in the Newark office of the New Jersey Safe Police located in the New Jersey Bell Teletyphone Building at 148 Broad Street, also receiving western Union and Peats) Teletype Companies for the purpose of communicating with all other police agencies not apulpose with Pickeype services.

428. The machines employed in this system are of very delicate construction and must not be lampered with in any way. Any necessary service or repair work will be taken care of by a representative of the New Jersey Bell Telephone Company of the Control of the New Jersey Bell Telephone Company of the telegraph companies. Under no either the control of the New Jersey Bell Telephone Company of the New Jersey Bell Telephone Company of the Control of the New Jersey Bell Telephone Company of the Control of the Contro

power switch he tokeded at any time, persise with the deceminated as follows. A harm 2 General Orders 3 Special Orders. 4 Miscellaneous and animal persistence of the control orders and personal orders and personal orders. A miscellaneous cattern and the control order shall be a measure cattern and the control order shall be a measure order or the control order order orders and the control order shall be a measure order or the control order order or the control order order order order orders or the control order order

munication as of information or advice
430. All messages will bear a title designating
that type, and Alarms, General Orders and Special Orders will be numbered consecutively. Miscellaneous messages will not be numbered and monthly of the cellaneous messages will not be numbered and messages.

be filed in chromological order

\$\frac{43}{21}\$ All incassages will be sent and received in
triplicate, each copy of a different color, as follows 1 Original, White, 2 Duplicate, Cherry,
3 Triplicate, Yellow

432. The Teletype Section shall be a branch of the Bursau of Crisinal Identification and Records, and the Chief Identification Circk shall be in charge, and in his absence the Assistant Chief Identification Circk. Identification Circk or Officer in Charge shall have control over and management of the Teletype Section. He shall be remonstible.

for the current reception and transmission of official hostores over the Teletype, and shall see that all alarms orders and messages are preperly transmitted, routed, preserved and fires, and shall inroke the use of the Radio Division or the Police

Signal System, whenever necessary
431 (destributes Clerks shall be assumed to
the Theletype Section for the Dilet Hernification
that the state of the state of the state of the
attern shall perform their duties efficiently and
make in the Tre type Room to immediately observe
their post involves the distribution of slarms or
measures or other related datter makes it neces
any to do so. "Gattype Operation must be properly
any to do so." Gattype Operation must be properly

434 In the event it is found necessary, the Chief Identification of red should consult with his apperior relative to matters affecting the operation of the control of the

435. The Chief Identification Clerk shall be reappossible for the proper care and maintenance of the teletype equipment installed in the Teletype

436 The Chief Identification Clerk shall make or came to be made a blottler reterid of the time and date any teletype equipment in the Depart meet zoes out of service, and the time and date service, a restored. He shall also see that any receiving wallow which makes have not of the principal service by principal service in the principal service is principal.

437 The Colef identification Clerk shall cause to be transmitted a test message to all receiving stations at \$ 00.4 M. 4:00 P M., and 12 60 mid might each day, for the purpose of determining that all equipment is operating in a satisfactory meaning Paliure to receive these test messages about be immediately reported to the Chief Iden tification Clerk.

428 The Chief Identification Clerk shall cause a record of such test messages to be made in a

439. Upon notification of the apprehension of person or persons wanted or recovery of property in a case regarding which an alarm has been broadcast it is the duty of the Chief Identification Clerk to cause to be transmitted to all receiving stations a proper cancellation of such sharm, such cancellation, these registrations are proper cancellation of such sharm, such cancellation, the or coffension along number.

440. Copies of slarms and messages will be delivered to the Commanding Officers of the Day or Night Detective Burenss, or officers a charge of Special Squades at Policy Readquarters, according to the branch affected or concerned with the Information said admirant or messages credit, a and such Commanding Officers shall promptly take making the Commanding Officers shall promptly take making the Commanding Officers shall promptly the Commanding Officers shall promptly the Commanding Officers shall promptly the Commanding Officers and Commanding

441. It shall be the duty of all Superior Officers and members of the Day and Night Debective Boreaux, and Special Squads at Police Headquarters to promptly, and accurately convey, either in person or by telephone to the Chief Identification (Clerk, any information personal ratios of concepts to by most convey to the prompt of the person of the particular time of the particular time and members of the Dapartment.

443. The Commanding Officer of each Precinct, or in his absence, the Officer in charge shall be responsible for the proper distribution and preservation of all slarms, orders, and messages received, and for the proper care and upweep of the receiving employment assigned to their commands.

444. In the transmission of reports and information to the Bureau of Criminal identification and Records for use in the teletype service, extreme care should be used, complete and detailed information ariginally received and all subsequent information of importance is to be accurately and

446. It is essential that emphasis he laid upon the distinctive accluration, marks of the persons or property wanted. For illustration in describing a person, give see heisby, weight, see color of yers and hair sears, laitto marks, perchalition, automatic pitch, and the search action that we have a summer serial number, or any other distinguishing marks. Asy other property which has a number such as warden, radios, tryawviters, etc., too to other describing on the property of the search of the search

446 The Deck Lieutenants or Acting Lieutenants in the Precincis are charged with the duty of reporting this information in a proper manner as culticed above, and the Captains of the Precincia will be held strictly responsible for the performance of this duty in accordance with results. Danarimental Rules and Regulations.

447 Sample slarms containing explanations denoting the meaning and significance of all terms and symbols used in slarms will be sent to all Predict Stations at intervals by the Colof Identification Citch of the Bureau of Criminal Identification and Records.

448 All monages, orders, and alarma will be required in Uniterest and are to be distributed as failows. The Original or White copy will be kept in binders at the Preferst Station Desk according to their depumination. The Duplicate or Cherry Copy will be placed on the bulletin board in the Assembly Room. The Triplicate or Yellow copy will be kept in the Original Copy will be seen to the Preferst Commission of the Preferst C

mander
49 The Deek Lieutemants or Acting Lieutemants are igned to receive Teletype messages and alarms shall remore the three copies from the receiving instruments simultaneously making certain to cut them not more than, and nearly as possible, to five (5) inches in length. Messages ever five (5) inches in length will be continued

450. Upon completion of a message, the Donk Lieutenant or Acting Lieutenant will carefully examine it, and it any part of message is not understandable, shall immediately communicate with the Teletype Section. The message will the be re-broadcast with the clarification or correction

insarried

451. Each Precinct will be supplied with four belief of a which the alimns general codes up to the precision of th

purpose

45. It shall be the duty of the Deak Lieutenant
or Acting Lieutenants in the Precincts to cause
the information contained in atoms to be transthe information contained in atoms to be transof the Department on patrol. The commanding
officer of the Precinct will, be held strictly
engouselbe for the performance of this duty in acordinace with regular Departmental Rules and
overlance with regular Departmental Rules and

431 ff, in the judgment of the Commanding Officer or Deak Lieuienant of the Precinct to whom a case in reperied, best results might be obtained by immediate artion, the information pertain my to an alarm should be seed over the Poise Signal System or other proper action taken and alarm it be received from the Trictype Section. In all such cases, however, the Trictype Section. In all such cases, however, the Trictype Sec-

tion should first be an first
46 In order that alarms may be cancelled
groperly, it shall be the duty of Commanding
Officers of the Free, circ. Brosk Lieutenants or Act
ting Lieutenants in the Freedort's where the appreduty of the Commanding of the Commanding of the Commanding
Officers of the Commandia of the Commandia of the Commandia
Officers of the Commandia of the Command

seable in the conclusion of them be sent out at the conclusion of them be sent out at the conclusion of the sent out at the sent the Telejape receiving machine to see that it is not proper the Telejape receiving machine to see that it is in proper working order. The roll of paper in the machine should be watched carafully and

should be replaced when necessary 468. Should any receiving machine fail to function properly at any time, it should be reported immediately to the Chief Identification Clerk, and the Deak Lieutemant reporting such difficulty shall state, as far as possible, the kind of trouble exper cured, making an entry in the Deak blotter of the time and that her of that message properly received and the time neithfat on was given to the Chief Identification Cork The Chief Directify cation (,eck will arrange for the proper repair of the machine. When the puschine is restored to service the Desk Licutement shall make an entry in the Deak Bister of the time of restoration of service and number of first message properly recalved. The Desk L cutemant shall then notify the Chief Identification Clerk that the markine is restored to commission and shan further inform him of the number of messages that were not received during the period the machine was out of service. The Chief Identification Clerk will thereupon cause to be sent t. that station duplicates of all the messages that were not received

all the messages that were not received 457. All alarms and messages will be referred to by Type, Number and Date, for example "Missing Persons, Alarm No. 100, April 30, 19

RADIO DIVISION

488. Yer the purpose of ground transmission to members of the Department on parts in radio-members and the Department on parts in radio-members of the Department on parts in radio-members of the parts of the parts

apper aiming thereto shall be the property of the City of Newark No major repairs or changes shall be made thereon without the approval of the Director of Public Safety

460. The maintenance of the Radio Division shall be under the general supervision of the Chief of Police and under the immediate supervision of the Communium Officer suspend thereto by the

Director of Public Safety
481 The functions of the Radio Division shall
with the processor police size and an arms and
an all other necessary police information to the
various radio-equipped units of the Department,
also such other information as may be required by
the Ruiss and Regulations of the Department,
ordered by the Director of Public Safety

642. The personnel of the Rath's Dividen shall consider fixed in miles of the Department as now. The person of the Department as now. The person of the Department assigned to duty in the Hatho Divide's shall conform to all Rules and Requisitions of the Department assigned to the Department of the De

RADIO DISPATCHERS

444. A Dispatcher shall be a member of the Department sepreally assuged it radio displatching in the bandquarters of the Ind. Division at Police Hendigarters. He shall transmit all necessary p live shown in scapes and information with accuracy speed and concernees all concerned. All messages shall be written on proper formation with a second concerned and concerne

485. A Dispatcher shall wear such uniform as prescribed by his Commanding Officer 466. A Dispatcher shall be a radio-operator duly flequend by the kyderal (america callens Commis-

since we have a superior of the state of the

467 A Dispatcher shall at no time use profane, obseene or suggestive language while broadcasting, nor shall be transmit as y apperl axion messages 488. Upon being appraised that the receiver in any unit as out of reder a Luspatcher is shall forth with notify the Superintendent of Radio Maintenance or his duly authorized representative, so that

the defective receiver may be repaired as quickly as possible.

469 All messages shall be repeated at least once, at intervals of about ten seconds, after the

initial broadcast

470. A test message shall be broadcast at intervals of fifteen minutes, starting on the hour, which
shall include the correct time and the station call

471 At the conclusion of each breadcast, a Dispatcher shall identify himself by giving his number and shall also give the correct time and sta-

472. When the orew of a radio patrol car is no heard from whin fifteen a natice around the time it was directed to the some of a police emergency or given a message, a Dipashber shall oned an expension of the state of the state of the state (naily given. If the second call is not answered within five minutes. It shall be given to another crew to respond, and to the Superior Officer as signed to the District to investigate and report

473 The registration numbers of all automobiles wanted in connection with major crimes shall

be broadcast for four consecutive tours 474. A map of the City shall be maintained in the Dispatching room at Police Headquarters. This map shall show the boundary these of all Precious and of all the serior patrelled by radio patrol cars, together with the Department serial number of such care. This map shall be used by Dispatch are in succretaining the numerical designation of

radio cars nearest to the accue of an emergency 475 Whenever it is necessary to remove any radio parrol car to the garage for repair, a substitute radio car shall be need in service, and all alarms shall be dispatched in the same manner as when the original cay was in service.

BADIO OPERATORS

47E. All radio operations shall be members of the Department appealing sentented to operate the transmitting station, and shall be holders of a radio operator's license are required by the Communications Act and by the Rules and Regu attors of the by under the immediate supervision of the radio long of the resulting of the radio of the radio operators and the radio of the radio operation and details of the superators, they shall be operation and details of the superators, they shall be only the radio of the radio operation and details of the superators, they shall be only the radio of the result of the radio of the radio of the radio operation and details of the superators.

477 Operators shall be on duty at such hours as may be prescribed by the Supervisor of the Radio Transmitter 478. The radio transmitter at no time shall be

left unattended. The operator shall not leave the transmitting room unless properly railwood. 479. Under no circumstances shall persons be permitted in the transmitting room without permission of the Director of Public Safety, the Chief of Police, the Commanding Officer of the Radio Division, or the Supervisor of the Radio Trans-

ntite, or their properly authorized representatives, 80. Operators shall be in charge of the transmitter during their tour of duty and shall be required to maintain a log, ar required by the Rules of the Federal Communications System They shall see that all tubes in the transmitter are working normally, and that the correct frequency and modulation are maintained.

MAINTENANCE UNIT

461. The personnel of the Maintenance Unit shall be composed of members of the Department assigned threato and shall be over the immediate supervision of the Commanding Officer assigned thereto. They shall be on data at such hours as prescribed by the Commanding Officer.

preservoice by the Comminioning Outer 484 In the overant of the fature in replaced and and the comming of the comming of the comming of the many maintenance of the comming of the comming of the shall be notified when the replacement is completed and a test message shall then be breadcast for the purpose of testing the operation of the replacement set. Rudio receiving sets at other locations shall be repaired thereta unless it be deemed

advisable to make a replacement
48% In all cases when repairs are completed,
members of the Maintenance Unit shall immediately phone the Dispatcher to ascortain whether
or not other sets require attention. If not required
elsewhere, they shall return to the Maintenance

484. Supervisory districts shall be established and Superior Officers assigned thereto by the Commanding Officer of the Radio Division, subject to the approval of the Divector of Public Safety

to the approval of the Director of Public Safety sets. Superior Officers shall have immediate supervision of the radio patrol crows, and, when Radio Dirivino, of Patrolines on Soci patrol and Patrolines on special duty in their respective districts. They shall firmly and impartially enforce the patronmance of duty by Patrolines under their of the state o

They shall insteadiately investigate any instance of neglect of duty, wilful dissolutiones of orders, or visint a of the Rules and Revulations observed or brought to the Rules and Revulations observed or brought to the Asteric on during their respective term and shall report in writing the results of the Rules of th

EXIO PATRIC CARE

484. The crew of each radio paired car in a Precinct shall consist of a uniformed member of the Department assigned to operate the rar and a uniformed member assigned to record alarms and messages.

487 Members assigned to duty in radio patrol cars shall report at their respective commands iffleen minutes before going on patrol for the purposes of asswering roll-call and to record in their memorandum books the registration numbers of stoles automobiles and other partinent police information.

483. When reporting off duty, the car shall be driven to the Precipet Station at the expiration of the t ar of duty not the crew shall remain in the car until properly reflected.

48) The equipment carried in the car shall be inventoried at the time the crew change tours. Both crews shall be held responsible for the good condition and and-keep no of all enterprace equipments and the condition and and help of the state of the crew. The receipt shall then be turned in to the Dark Lieutenani and forwarded, through regular channels, to the Headquarters of the Radio and the state of the total manner, and the Headquarters of the Radio sharpers of the Radio manner, and the state shall be made to the condition of the state of the Radio sharpers of th

submitted 499. Each radio car shall be provided with a log book in which all starms directed to the car are entered, also all General Alarms, stuting time received, location nature of complaint and dispatcher's number, as well as the action taken

42). In making entries on the log short carried in radio patrol cars, the following method of procedure shall be observed. All general alarms and all alarms and messages specifically directed to the craw of a car shall be stored on the log. This eatry shall show the time received, and the location of the emergency. The time as given by the Dispatcher at the conclusion of each broadcast will be considered the official time of the message. The Dispatcher's official number shall also be shown. A supplementary report will be submitted in the event police action ensues as the result of says also for message.

492. Crews will patrol their respective districts unless eithernies actively engaged in a particular police duty or are officially reported out of service. Business districts, especially where banks or other financial institution are located and are open for the transaction of business, should be given special attention.

437 Members satired as charfferrs shall operar cars at a moderar rate of speed and in such manner as will enable them to observe any condition that may recuire pelice action, and shall adders to the method of patrol as prescribed for the prescribed of the period of th

484. The member of the Department ansigned as charifers of a radio patrol car shall see that the mechine is properly supplied with fuel and oil and be certain that the oil is the engine crank-case is maintained at the proper level at all tieses. A daily rever of the milror covered and of the and the covered and of the milror covered and of the and the tires abs. I be frequently impacted to see that the proper aff pressure is maintained.

that apply to them

495. The Dispatcher shall be notified immediately in the event that any radio pairol car is taken out of service for any reason. He shall also be notified when the car is returned to service.

496. The radio receiving set in a radio patrol cas shall be in operation while the mechine is being repleasabled with first or oil and the car shall be kept in a condition that will canble the crew to respond to a call should it be required.

487 Cars assigned to radio patrol shall not be left unattended except when there are two or more.

Should it be necessary that a radio pairol car be left unattended, the receiver will be placed in an importative position understood the placed in an important position under the whole directed by the Dispatcher In such coses the motor of the car shall be stopped, the hand brake set and in cases which require that the car be left unattended.

teprice on the street both doers locked
48. A writing board shall be carried in all radio
patrol cers and copies of all forms in use shall be
stored in the savelope faralished for this purpose.
The recleration numbers of all stores assumed in
the savelope faralished for this purpose,
and of all savelope faralished for this purpose,
and of all savelope faralished on the feet of the
tripes shall, be preorided on the cell thind hourd
tripes shall, be preorided on the cell thind hourd

furnished for this purpose
459. When the rew of a radio pairol car receives a measure relating to a police emergency
within a rad us of twe blocks from where the car
is patrolling, this call shall be answered unless
otherwise directed. This ruling will apply regardless of Pracing or disprice boundary time.

500. While proceeding to the scene of an emergancy the rew of a radio paired car shall be alert and observant in an effort in deter any suspicious persons or vehicles coming from the general direction of the scene of the emergency, who, or which may have comported a with the reported call

601. Cars shall be operated at a moderate rate of speed while any parton and the challenger shall observe all traffer regulations. In semergeries, remaining the mode as quickly as possible constated with careful driving and in conform ty with the provisions of law relating to the operation of police vehicles. Drivers shall take all precautions to avoid accidents.

803. When proceeding to the scene of a resported errime, goves shall sot be worn. Patrolines shall, if practicable, earry the service resolver in the hand, in serious emergencies. Where circumstances do not require the carrying of the realwar in the hand it shall be released from the asidy each of the bolter and placed in a position where

it can be readily drawn 503. If the address as given in an alarm or message is not correct, or is not the actual location luquiries and observations shall be made in order to ascertain the correct location of the

premises.

504. Members assigned to duty in radio patrol care shall not be assigned to tasks which would

divert them from their designated duttes nor shall they be used to deliver messages or sent in repurse to an alarm that can be handled by a Precinct Patrolman Persons other than members of the crew on duty shall not be conveyed in

radio cars.

469. Upon completion of the necessary police duties in compliance with the directions contained in a rad o alarm, the number of the trew assized to the compliance with the trew assized to the scene shall promptly idelph see the following information to the Dispatcher. Ills name and rank the car numbers of all police cars present the number of the first car to arrive the levelston and the sature of the emergency, what police and cars to the contract of the stature of the emergency, what police and cars in the stature of the emergency, what police and calls articles as increasary, and whether or do

any assistance is required.

104. When the services of the car or cars is no longer required at the seems of an energy, the figure of the car or cars is no longer required at the seems of an energy of the figure of the care of the car

187. It shall be the duty of the crew of a ratio partol set in notify the Dispatcher within fifteen minutes of the cree pt of any message or alarmed directed to them, and to apprise the Daspita of the nature of the amergency and the action ciden. Failure to report within twenty minutes from the time as alarm or message the brackess from the time as alarm or message the heading set from the composition of the

508. Adjustments and repairs to any part of the radio equipment shall be made only by members of the Department assigned to such work

509. A test message shall be broadcast at intervals of fiften zinture beginning on the hour. When no test message is received by the crew of a radio patrol car, the Dispatcher shall be notited immediately. Another test message shall then be broadcast if the cull is not received the set shall be reported as heling out of order. The Dislates the control of the control of the control of the have the defective receiver received. wise directed, the car shall be stationed at a designated level, a until the arrival of the radio service erew lipes completion of the necessary repairs, the car shall resume natrol

510. Whenever a member of the Department, regardless of the duty to which he is savigued, has occasion to pursue an automobile wanted in connection with a crime and fulls to apprehend it, he shall immediately telephone full details to the Dispatcher, who shall then broadcast an alarm for

511. Detectives or any other members of the Department on duty in civilian clothes at a location where thair presence may appear a spicious to ettam about more than the Department on the being to ettam and as to the probable length of time they will be present at such location.

512 in serious amergencies, where the immediate dissensitation of infermation is of paramount importance the member of the Department who receives the information first shall forthwith mostly the Dispatcher of all available details and shall then take whetever action is necessary until massistance arrives, and then make official remort

according to regular procedure.

113 Desk officers shall promptly notify the Dispatcher of alt important cases or of other nessances or alarms that are to be broadcast to radio patrol ears. A proper record of such information shall also be made as required by the Rules and

514 These Rules and Regulations are intended to define the main duties and responsibilities of the members assigned to the Raddo Division. They are not in he construed as governing every case that arises in the performance of duty, details must necessarily be last to the discretion and

sound judgment of the individual.

516. Members having charge of equipment, such as rad, apparatus automobiles, Departmental stationary forms and emergency equipment carried in radio patro, cars), shall be held personally responsible for the proper care and assecuated.

of such articles.

518. Mombers of the Department assigned to duty in radio pairol cars are primarily responsible for the prevention of cr.me, the apprehension of criminals, the enforcement of city ordinances, and the criminal laws of the State. In city Cases, they

shall not interfere, except to prevent a breach of the peace or to preserve order

the perce or to preserve order.

517 Members shall be on time when reporting
for do a remain be orderly as demant in appear
ance and dressed and equipped is conformity with

MAINTENANCE AND EQUIPMENT UNIT

535. Department motor vehicles and chanfered detailed to generate same shall be under the direct charge of the Cromandian Offerer. I the Proctact and the major that the charge of the Cromandian Offerer. I the Proctact and the major charge of the Cromandian Offerer and the major charge of the Cromandian Offerer. I the Cromandian Offerer and Chargeston of Chargeston of Chargeston of Chargeston of Chargeston Offerer and Chargeston of Chargeston Offerer and Chargeston of Chargeston Offerer and Ch

818 A to surrole and patrol wagons and chaof fears of same shall be under the immediate charge of the Capital of the Precinct to which such well release to the present of the capital of the well-release to be kept clean and in good condition at all times.

530. Charifestre shall recoperate with one as other, bearing in what shall her are policemen other, bearing in what shall her are policemen responsible for the performance and all performance applicable to them as marine so of the Department applicable to them as marines so of the Department and therefulls respond and give such physical and some as may be recoiled in arrest or emergency when as requested or it is obvious that such play when as requested or it is obvious that such play.

sted assistance is, or may be necessary

231 Under no circumstances shall women, except monthly and the pepartinent, be permitted to
ride in Department motor vehicle, unless for a
personary purpose in the discharge of police duty

52f. Chauffeurs shall operate Department motor vehicles with care, and keep same clean, as good condition, and running order, they shall promptly report to the officer in charge of such vehicles all needed repairs or supplies 633. Chauffeurs shall not keep the cugine run-

ning while a motor vehicle is not in actual use, nor occupy any streets so as to interfere with the use of such street by other vehicles.

535. The Communding Officer of the Maintenance and Equipment Unit shall have general supervision of all Department a domobiles, and equipment ports plug 'bereto, and all Department Chauf. fours shall obey his orders and instructions insofar as they pertain to the care and operation of said automobiles. He shau frequently inspect all Department automobiles, and will be required to report neglect thereof offending chauffeurs will be deemed neglectful, and will be removed from detall and subject to charges.

\$26. Every Department motor vehicle must be thoroughly washed and cleaned at least once a week, and when more than one Chauffeur is assigned to a vehicle each must take his turn doing this work Thorough washing and cleaning of vehicles means the same attention to parts which are not wall-le without inspection, as to the parts which are readily seen. If necessary vehicles will be taken out of service to permit this work to be done properly and in such cases Deak Lieutenants will array so among themselves for other vehicles to respond to calls so that the business of the Department is not interrupted. In stormy weather, the running pear, underneath mud guards etc., should be cleaned immediately with a slow stream of water, so that mud and other accumulations are not permitted to dry and harden thereon. This rule also applies to the extra vehicles when in service in any Precinct or other Department garage, which shall be given the same attention as the vehicles regularly in use.

627 Chanffeurs shall see that the oil is at proper level in the crank case, and shall fill radiator and fuel tank and keep a record of the off and fuel used, the mileage as recorded on the ancedometer, and shall frequently test tires for proper air pressure.

528. When only one Chauffeur is assigned to a Department automobile, such Chauffeur shall be entirely responsible for keeping such automobile clean, and in good running order, greasing, oiling, and making all minor repairs and adjustments Whenever in doubt as to needed repairs or adjust-

ments he will report to his Commanding Officer the condition giving trouble

529. When two Chauffours are assigned to an automobile, their duties in this respect wal be as

No. 1. Clean engine and all parts thereof or connected therewith under the hood, clean spark plugs, fill all grease cups under the bood and turn same down daily, lubricate fan bearings, generator, starter and stearing column, clean and fill greate cons under the floor boards and lubricate wherever oll is required

No. 2. Lubricate clutch, grease universal foint at faset every two works, fill all gream cupa. including those on springs and spindle bolts, keep proper amount of greate in rear end and hub caps, and, in general, be responsible for the proper inbrication of automobile whenever needed or recoulred. except such parts as are in charge of Chauf-

530. Whenever three Chauffeurs are assigned to an automobile, their duties shall be as follows: No. 1. Clean engine and all paris thereof, or connected therewith under the head, includ-

ing spark plugs, fill all grease cups under the bood, and turn same down daily, lubriests fan bearing, rocker arms, generator and steering column.

No. 2. Properly clean and lubricate all parts under floor boards, keep grease cups filled and turned down daily, lubricate clutch. starter, sto

No. 3. Fill universal joint with groups at least every two weeks, keep all grease cups under automobile and on sides (springs, spindle bolts, etc.) filled with grease and turn some down daily, keep grease in rear

and hub caps, etc. 531 Chauffeurs while on duty in Precincts shall keep the garage and shutting runways, areaways and sidewalks close, neat and sanitary, and will not permit dirt or rubbish to accumulate in any part thereof. They shall keep entrances to the garage, and all sidewalks, yards and areaways connected therewith, free from ice and snow,

EMERGENCY DIVISION

552. Under the supervision and command of a making Superior Obser selected by the Discisor and the Command of t

their services are required 533. The Emergency Division shall be made up of specially trained personnel and emergency equipment and shall be used in cases of great basard to life and property, at riots, dameerous frees and

aimiliar eiteation.

514 Members of the Emergency Division when arriving at the seese of an emergency shall immediately establish police lines, and shall be responsible for the placing of all members of the Department who arrive at the seeme, until the arrival of

a Superior Officer
55. The officer in command at the scene of an
successory shall release the unchoser of the Emerstructure of the Emerdispensed with promptly notifying the Telephone
Operator at Hendquarters of such action. The
Commanding Others of the Emeracy Division
Operator at Hendquarters of such action. The
Commanding Others of the Emeracy Division
Operator at Hendquarters of such action of the
Read on Disperior He shall immediately notify
the Telephone Operator at Police Hendquarters
of tearing and referrat to quarters on Emeracyon
of tearing and referrat to quarters on Emeracyon

of lawfue and return to quarters on somepure.

35. All Superior Olders sudjected to Emergency Division shall have and delicetity made
gency Division shall have and delicetity made
provided to the state of the state of each of each of the state of each of e

Emergency Division equipment temporarily left at some shall be accounted for on usuage form, and record of same made in Desk Biotter when

amented the season of the squade who have been qualified to operate the Emergency Division tracks and who have been designated by the Commandies Officer of the Emergency Division as exhaustions once trucked an entire the state of the commandies o

leave the truck unguarded
528 A squad blotter shall be maintained by
each equad in which the Desk Squad Commander
shall enter alt roll calls and all active police daty
performed by each Squad

particularly executive the state of the stat

540 Emergency Division trucks shall not be used for towing nutcombiles. Emergency Division Wracker shall be used for this type of emergency service. 541. Emergency Division motorboat and row-

541. Emergency Division motorback and rowhoat stationed at Centre Street Dock, shall be used by Emergency Division Squads whenever necessary for all water emergencies. 542. Except with the permission of the Com-

manding Officer the Emergency Division shall be used for no other purpose than as set forth in the Rules and Regulations 543. The following records shall be maintained

in the office of the Emergency Division

(a) Biotter

(b) Daily, Monthly and Yearly classified reports of activities of Emergency Division

(c) Inventory Record of Emergency Division

TRAFFIC DIVISION

544. There shall be a branch of the Department designated as the Traffic Division which shall be under the supervision of a ranking officer design mated by the Direct r of Public Safety It shall comest of a Commanding Officer and such members of the Department as may from time to time be assigned thereto by the Director of Public

645 Members of the Traffic Division shall cooperate with one another bearing in using that they are policerese vessionshile for the performance of all policer it was not required to observe all the Relew and Regulations upper able to them as members of the Department They shall make sale of and result at cases calling than from

special duty or amicument

646. Superior Officers assigned to duty in the subtract was the control of the co

547 Superior Officers are particularly charged

with exacting the 1-coper performance of duty from members of the Traffic Division assigned to traffic coals borse or motorcy; a mounted, or special traffic dity within the territory subt et to their supervision and shall see that such memhere are particularly and efficiently schooled in the r les and practices pertaining to the regulation of pedestrian and vehicular traffic They shall see that pounted members under their supervision are properly and carefully schooled in the rules and practices for the humane treatment of the horses assigned to them, and that those members assigned to motorcycle duty are carefully schooled in the rules and practices for the proper care and operation of molorcycles, and that each member under their supervision is properly uniformed and

aquinped
548 Superior Officers while on pairol duty shall,
unless assigned to a radio equipped vehicle, at
least once every hour at a specified time, com-

municate with the office of the Traffic Division, or the station of such Precinct in which they are performing duty to ascertain whether there are any matters recriting the rationaton

any matters requiring the rationaton
\$49. Superior Officers shall be subject to all
the tules and keguations promagated for the
guidance and covernment of Superior of the
guidance and covernment of Superior
applicable and do not conflict with the specific
Roles preser blust their duties.

TRAFFIC DIVISION COMMANDÉE

The Commanding Officer of the Traffic Division shall have charge and control of the Traffic Division and minediate supervision subject to the orders of the Chief of Police, of all Licutepants. Sergeants. Patrolmen, and an other members of the Departus nt who may be assumed to duty in the Tradic Division He shall be particularly charged with the proper and efficient enforcement of all laws and ordinances pertaining to vehicular and ned atr an traffic regulations on the public highways within the City He shall be held to strict acco ptability for the traffic conditions in the City and the general good order and ediciency of the Traffic D.v.s.on He shall regulate the proper placing of a gas for the directs a of traffic. warpings cir. and cause the same to be kept in good condition and properly lighted at night He shall, with the approval of the Chief of Police, station officers to direct traffic at certain and particular street intersections where traffic in heavy and continuous or hazardous, such stations to be permanent traffic posts and part-time posts as conditions may require He shall also, with the approval of the Chief of Police, sesign to motoreycle duty on pa rol posts such number of men as will be adequate for the special purpose of efficiently enforcing the traffic laws and ordinances and the suppressing of speeding and the rackiese driving of all vehicles.

THE TRAFFIC DIVISION COMMANDES SHALL

\$50 Have charge of and be responsible for, all horses, implements a gos, signals, and all other equipment belong m; to the city and used by the Traffic Division. He shall have charge of all the records, books, charts, files and other office equipment of the Traffic Division and shall be held responsible for their proper and efficient care and

keeping. He shall receive at his office all reports from members of the Tradic Division, and keep or cause to be kept proper records of such infor-

561 Have such hours of active duty as may be preser bed by the Chief of Police. He shall remain in his office in the Test of livision direng such perious of three as als sresource there is required When not required on duty in his office he shall on often an gracticable make tours of the City, and shall also make tours at least once a week during the night time for the purpose of noting troffic conditions and informing himself as to the conduct and performance of the mon arder his command He shall from time to time make such recommendations to the Chief of Police as he may doem advisable for securing the maximum efficiency in the enforcement of traffic laws and regu lations, the orderly movement of traffic, the prevention of accidents, and the protection of life and

552 Investigate and take necessary action to the matter of auch compliants as may be referred to the Traffic Drus on concerning accidents and violations of the Traffic Regulations, and keep and miximize in his office a record of such compliants and the action takes respecting same the shall also maintain such classified records, classic, and the Color of Police.

16.5. Report to writing to the Chile of Police any needect of duty or improper conflict or lack of efficiency on the part of any needed of lack of efficiency on the part of any needed or lack of efficiency of the part of any needed of lack of Police importance of which he has knowledge He shall also inform the owner of the lack of the lack

554 Promptly issue to the membership of his command, or any individual or individuals thereof, all orders received from the Chief of Police affecting such membership, such orders to be written or typed, and a copy of same kept on file in his office. So interesting the companion made by the property of the property of the property of the first property of the first part of the first part of the first page 100 to 100 to

cial duty

556 Squast daily to the Chief of Police, not letter than 10 00 A. M., the daily report sheet on form provided, showing the disposition of his force and observes issuing the treaty force from sending at 5 00 A. M. and make such other reports as may be required from time to time.

be required from time to time
\$57. Be subject to all the Rules and Regulations
laid down for the subject and Rovernment of all
Division Commanders, the subject applicappling the subject of the transfer of the process of the process of the subject of the subject of the Commanders rules.

TRAFFIC ENGINEERING BUREAU

There shall be a Traffic Engineering Bureau, the personnel thereof consisting of a Traffic Engineer and such other members of the Department as may from time to time be assumed thereto by the Director of Public Safety

The Traffic Eng-neering Euroau shall be under the supervision of the Traffic Engineer, subject to the orders of the Commanding Officer of the Traffic Division, to whom he shall be directly responsible, and to whom he shall report all matters relating to, or affecting the Bureau.

THE TRAFFIC ENGINEER SHALL:

553 Perform such duties as may be required of him by his Commanding Officer

559 Instruct members of the Department in the proper care and handling of all a storastic traffic signals, and see that all instructions are fall; complied with and report to the Commander of the Traffic Division any damage to any most apparatus, or any part thereof, by the careless handling or operation of same on the part of any member of

the Department.
560 Prescribe such regular bours of duty for his sesistants or other members of the Barcau, and such other hours as the existencies of the serter require, and al. members thereof will be sublect to any emergency call by the Traffic Explicit.

561. Be immediately notified of any defects in the traffic signal system so that prompt measures can be taken to ramedy same 662. Confor frequently with the Traffic Division Compander regarding traffic conditions, automatic traffic alganals and traffic signs and report to the Traffic Division Commander in writing on all SEL Be held responsible for the economizations, safekeeping and proper core of all Department property used in his Bureau, including tools, wires, oables, and accessories, as well as an effect sequipment, including records, books, charts, maps, files and stationer?

564 Submit to the Traffe Division Commander on or bef re the 15th day of January, a typewritten consolidated report of the activities of the Traffe Engineering Bureau for the provious year

565. Submit to the proper authority samples of all materials and forms to be used by the Buresu, and when supplies are delivered will see that they conform to specifications.

TELEGRAPH SIGNAL BUREAU

588. There shall be a Telegraph Signal Barrau, the personnel thereof shall consist of a Superintendent, and as many Linethen or other members of the Department as may be assigned to daty therein from time to time by the Director of

567 The said Bureau shall be under the supervision of the Superintendent of the Police Telegraph Signal System, subject to the orders of the Commanding Officer in charge of Precincia.

ISS. The Superintendent shatt be beld responsible for the proper mechanical and electrical operation of the to-errobi nignal systems throughcommon the common state of the common state of cause to be tested, all wires, conjument and eletrical apparatus in use in the system and keep game in contain all condition for securate, and game in contain all condition for securate, and tion and installation work pertaining to the maintanance of the system. He shall be subject to call at any hour of the day or adalt for the purpose system. He shall be immediately notified or any system. He shall be immediately notified or any

defects in the system.

559 The Superintendent shall be held responsible for the conduct and proper performance of duty of the members of the Bareau. He shall receive at his office all reports from linemes, or other members of this command, duty sports of work assigned to them and shall keep, or cause its matter and proper records of such information.

570 The Superintendent shall be held responsible for the proper care, use and keeping of all Department Property, including signal desks, signal boxes, centrollers, wire, cables, tools, batteries and battery material, as we'll as all office citisment, including records, books, chastic sand files, and all automobiles and equipment assigned to said Barress.

gain nurent

571 Linemen or other members assigned to the

Telegraph Signal Buress shall have such regular
hours of d dry as prescribed by the Superlatendant.

572 The Superintendent shall, with the appround of the Commanding Officer of Pre-inex, arrange a greed let for variations or other steenes of linemen or other members of the Burson, so that a sufficient number are available for any energy-rec.

573 Members of the Telegraph Signal Bureau shall be subject to all the Rules and Regulations laid down for the guidance and government of all members of the Department, impofar as they are applicable and do not conflict with the specific rules prescribing the daties of members of this

574 The Superintendent shall instruct members of the Department, who may operate the various supparatuses, in the proper care and bandling of same and shall see that a., instructions are fully complied with He shall report to the Commanding Officer of Precients any damage to any apparate, no raw part thereof, ets such by the careless

use of same by Department members.

578 The Superintendent shall submit samples of all materials and forms to be used in the Bureau to the Chief Cork and when supplies are delivered, will see that they conform to specifications.

\$76. The Superintendent shall milmit a written report to the Commanding Officer of Feedrat From time to those with the superintendent of the things of the superintendent of the superintendent of the shall submit a consolidated report of the notivities of the Telegraph Signal Bureau for the year

POLICE ACADEN

577 There shall be an Academy for the proper training and education of all members of the Department who may be required to attend, which shall be in charge of a ranking officer designated by the Director of Public Safety, and he shall

104

bave limined at, supervision, and control of such possions and no may be assigned to the Academy subject to the orders of the Chief of Police. He shall be a control of the Chief of Police and the statement of the proposition for the attainment of the proposition of the attainment of the proposition of the attainment of the proposition of the attainment of the statement of the proposition of the system or courses of Instruction in parabolished for such authority of Instruction in parabolished for such authority.

53. He shall with the constance of such members of the Department of order posions as may be designated carefully instruct all members at the large control carefully instruct all members at the laws and city of larges evice. Rather soll fleep laters of the Department deportment daughtine, evidence and the purpose presentation in exert cases, criminal lowestication, othernation, the law of as existent lowestication, othernation, the law of as existent lowestication, othernation, discovering the control of the laws of the laws

and sich other subjects as may be prescribed by the Director of Public Statesy. 579. He shall have such hours of duty as may be prescribed by the Director of Public Safety, and shall be subject to all the Rules and Regulations for the guildance and government of members of the Department of equal rath, tookeds as they are applicable and die not emitted with the aspectific

the Police Academy Commander 589 Members of the Department ordered to attend the Arademy for training and instruction, shall obey and respect the Differer in charge and his assistants, and shall give atrict attention to such training and instructions.

531 The Police Academy shall be open during such hours as the Director of Public Rately may designate. and all insumbers of the Department required to attend shall report groundly at the time ordered failure to attend (unless properly access), in which event the affect in charge of the access, in which event the affect in charge of the prior to the beginning of the season; shall be deemed 'Abence without leave,' and punishable

accordingly
682 The officer in command of the Academy
shall report is writing to the Chief of Poisce my
absence, inattention or improper conduct on the
part of my member of the Department attending
the Academy, also the narses of these members.

the Department who from time to time satisfactorily complete the courses of training and instruction, and shall also report those members of the Department is ling to qualify in the department of time and such members shall be required to attend the Academy of the academy of the property of the Academy, through the Chief of Politics.

CHEMICO-TECHNICAL AND BALLISTICS

583 The Chemico-Technical and Balliattea Laboratorice shall consist of a Chemist, a Firearms Technician, and such assistants and cherical force as may be assigned thereto by the Director of Public Safety

\$34 The offices of the Chemico-Technical and Ballinica Laburatories shall be located in the Department Academy, and the hours of daty of the personnel thereof shall be fixed by the Commandthm (Offices of the Academy subject to the approval

of the Director of Public Safety
of the Director of Public Safety
Sid. The Chemiet shall make or cause to be
made analyses of such objects, materials, exploates, or other substances or things as may be
sent bim by the proper a th retes in accordance
with official orders a of abail report has findings,
through official chemiels, to the Chief of Police.
Sid. The Technician in charge of the Railbatton

Laboratory shall make examination of such obport majorana, or spee mean of freedram, animumtion and related subjects n the field of Forceste Ballistics as may be seen be no by the proper authorities in accordance with official orders and preaddition, where required re-order tests and preballistics and report bin findings, through official channels, to the Chilef of Police.

587 Articles, objects, or specimens, of what ever nature, submitted for test, examination analysis to the Chemico-Technical or Hallistics Laboratories shall be properly marked or labeled for identificative and accompanied by a requisition

station the nature of work required.

555. The Chemist and Firearms Technicians shall make requisition through the Commanding Officer of the Department Academy, for all materials and equipment necessary for the operation of their remertive laboratories.

553. The Department Chemist shall make analyses of such fasts, labricates and other materials purchased by the Department of Public Safety and the Bureau of Central Parchase as may be submitted to him by proper suthbright in accordance with difficial orders, and make report based on accepted slawfades of purity, of his findings.

590 The Department Factories Technicies shall make surf-separate the Factories Technicies shall make surf-separate the Factories and solution and colated materials and present of Central Purchase, as may be submitted to him by proper authority in accordance so with official orders, and make report based on arcepted standards of nafety and denochability, or his findings.

501 The Department Chambit and Firearum Technician, in their respective field, shall be give pared to give testimony in court or may be of which they have cognitance, whenever and next be required and to this end shall at all times ecoperate to the fullest extent nearble in the

preparation of exhibite for use in court. ATHLETIC DISTRUCTOR SHALL.

592. Aid, encourage and rigidly supervise all athletic activities of members using the gymnasium at the Academy, and he shall be obered and

respected by all such members.

593. Be under the immediate command of, and submit all reports to, the Commanding Officer of the Academy He shal have such bours of duty as may be prescribed by the Commanding Officer of the Academy, subject to the approval of the Technique Commanding Officer of the Academy, subject to the approval of the Academy and the Academy and

504. Prevent improper use of the various physical training apparals and other articles of equipment in the Academy symmassium, and shall insist that members of the Department exercise cars in the apparatus and equipment, office as spect all such apparatus and equipment, office as dadjusting same as may be resulted, and all are in their proper pieces, reporting to the all are in their proper pieces, reporting to the content of the apparatus of the Academy and damage or needed proper.

Chief of Police.

555. Aid the Department Surgeons during asamination of members prior to their being sysmitted to use the facilities of the gymnasium and shall rigidly follow the Surgeons' instructions as to the kind and duration of exercises each member is allowed to indular, promptly stopping any member from exerting binneit beyond degree preserbed, and reporting to the Chtef Surgeon, through the Commanding Officer of the Academy, any member no doing. He shall prevent any member of the department from using the facilities of the Gymealium, unless member has obtained written authorization (on forms provided) from the examining surgeon

598. Atq and advise all members in his charge in the correct one of weight reducing and massage machined, therapeutic lumps and heat calinets, attractions given. He shall be responsible for the clean news and sanitary cond tion of the Shower Room and all its appuremenses, and shall take all precautions to prevent infection of members ming or other intections give only the shall be all the sanitary of the sanitary and the sanitary of the sanitary sanitary of the sanitary sanitary of the sanitary sani

571. Be an accredited First-Aider, in accordance with the standards of the American Red ance with the standards of the American Red the courses in First Aid conducted at the Academy to Instare his continued drill and howeviers in the of First Aid materials available in the gymnastizm, and for their promient use making propietion for and for their promient use making propietion for over of the Academy, in such line and in such quantities as to incora against shorting of any essential little as to incora against shorting of any essential

53. Keep accurate record, on forms provided of each member uning the sprimestum or adjust a feelfittee or apparents and shall require all moving facilities or apparents and shall require all moving facilities and apparatus used by them, with weight gain or loss and other recurred intermediate, and he shall, in addition make monthly and yearly recognituations of cases, which shall be Academy, to the Chief of Police, for publication in

the annual report of the Department. PESTOL AND RIFLE RANGE

599. There shall be a rife and platol range for the use of members of the Department and the same shall be open at such hours as prescribed by the Chief of Police. Members of the Department sasigned to duty at the range shall be under the direct supervision of the Commanding Officer of the Academy

600. Members of the Department required to engage in target practice while attending sessions. of the Academy, and those members of the Department who use the range from time to time, shall be guided by instructions and advice of the officer

in cha go of the range as to the handling, care and use of the firearms 401 The officer in charge of the range shall keep such records as to scores and ammunition used as may be required by the Commanding Offi-

cer of the Academy

602. Members of the Department assigned to duty at the range shall be reaponable for the cleanliness and good order of the range, range house and all equipment pertaining thereto.

AUTOMOBILE SUMMONS TABULATION BUREAU 603 There shall be a branch of the Department

known as the Automobile Sammons Tabulation Bureau which shall be under the supervision of a ranking officer It shall consist of a Commanding Officer and such other members of the Department as shall from t me to t me be ass goed thereto by the Director I Public Safety

804. Members shall report promptly for duty, and shall have such regular hours so may be prescribed, and such other hours as the exigencies of port for duty in court on the nights when traffic

police service require. 605 A Superior Officer of the Bureau shall re-

court appearance

cases are tried for the purpose of recording the arrivel and departure of members appearing in such court as complairants or to give testimony 506 The Commanding Officer of the Auto Summons Tabulation Bureau shall be charged with the distribution of traffic violation summons books and tage to the various commands and to the individual members thereof, and shall make proper note of all serial rumbers of tage and summons books, on proper form, which shall be properly filed by the officer in charge of said bureau A l st of tage and summonees issued shud also be tabulated and forwarded to the Night Police Court, together with the atube of such tage and summones for each

SUMMONSES (TRAFFIC VIOLATIONS)

607. Summonses shall be issued by members of the Department in all cases where the law is vio-110

lated pertaining to the Motor Vehicle Act, the Traffic Act, and the City Ordinances relating to illeral

608 Summons books and tags will be issued at the Tabulation Bureau to Commanding Officers of Precincts and Bureaus for distribution to the mem bers of their commands. Immediately upon recept of a summons book or tags, the mem we obtaining same shall examine them to ascertain whether or not any tags or summons blanks are missing or are mutilated and that same run in comerica, order Should any pregularity to this regard be found. the summons book or tags sha , be mound alsoy returned to such member's o mmanding officer and his attention called to said irregularity

603 Members shall sign a receipt on form provided for all summons books and then obtained and forward same to their Commanding Officer All such receipts aha , he forwarded by pespective Commandiag Officer through official changels to the Automobile Summons Tabrilation Bureau

610 Commanding Officers shall keep a daily and weekly record of all summones and tags issued by their respective commands and forward same on forms provided through official chappals

to the Chief of Police

611 Members of the Department shall account for all summons and tags issued by them on forms provided for that purpose They shal be tunued in numerical order, and the name and address of violator printed with ink or indel ble percil NO ERASURES SHALL BE PERMITTED If at any time such summons or tage are damaged or lost members shall report the fact promptly to their Commsening Officers, who shall take such action as the circumstances warrs it

612. Members of the Department shall report the services of all summons and then on proper form and de iver such report to their Commanding Officers at the termination of their tours of daty. together with the stubs of all such summors and tags issued All such reports and stubs shall be carefully checked by Commanding Officers as to their correctness before forwarding same to the Auto Summons Tabulation Sureau.

613. Members of the Department before making application for a new summons book shall deliver the used book containing dup leste stubs to their Commanding Officer If any cases are still pending, they shall report that fact in writing to such Commanding Officer It shall be the duty of such Com-

mand.nr Officer to examine the summous book so all have been properly attested to as he'ng dianosed

614. All summonses issued for violation of the speed [imit shall specify the speed at which the violator to allored to have driven also the sweet which the law declares shall be prima facie lawful at the time and place of such alleged violation.

The following schedule is merely made for the guidance of Officers and may be changed at any time by order of the Chief of Police.

615 All summonees and tage leeved by ACCI-DENT INVESTIGATION SQUAD. The Squad for the week ending at 6 fill P M on Thursday of each week shall be made returnable for the following Monday at 7 00 P M All summonses issued after 6 00 P M on Thursday of any week shall be dated on week later, making same returnable one week from the following Monday night

TUESDAY \$16. Same as above. Hearing of accident cases.

WEDNESDAY (First Pearlmet) 61? All summonors and task issued by the members of the Traffic Division, Radio Division, Regular Patrol. Hondauarters and members of the Motorcycle Sauads other than those assigned to ride Route No. 25, for the week ending at 6,00 P M on Saturday of any week shall be made returnable for the following Wednesday All summonses issued after 6 00 P M on Saturday of any week shall be made returnable one week from the following Wednesday night

618. All summonees and tage issued by the members of the Traffic Division, Radio Division and Radio Patrol, assigned to the Second Precinct, for the week ending at 6 00 P M on Sunday of any week shall be made returnable for the following Thurnday Summoneou issued after 6 86 P M on Sunday of any week shall be made returnable one week from the following Thursday night.

FRIDAY 519. All summonses and tage issued by the members of the Traffic Division, Radio Division. 113

Resular Patrol and members of the Motorcycle Sounds assigned to the Third Precinct, riding Boute No. 25, for the week ending at 6 00 P M. on Monday of any week shall be made returnable for the following Friday All summonses and tags termed ofter 6 00 P M on Monday of any week shall be made returnable one week from the follewing Friday night.

SATURDAY

678. All summonnes and tare issued by the members of the Traffic Division, Radio Division. and Patrol Division, assigned to the Fourth Preeinct, for the week ending at 6 00 P M on Tuesday of any week shall be made returnable for the following Saturday All summonses and tage issued after 6:00 P. M. on Saturday of any week shall be made returnable for one week from the following Saturday night.

621. Members of the Department shall fill out an "Arraignment Card" for all summonses and tags issued and deliver same to the Superior Officer of the Automobile Summons Tabulation Bureau on duty in such court after the disposition of the case Such "Arrelerment Cards" shall be kent on file in the Automobile Summons Tabulation Boreau

622. Members of the Department having cases in the Night Police Court will be present in said court at 6.30 P M on the night their er mmons is returnable and have their cases ready for the consideration of the Judge at the convening hour of

court. 623 When, for any reason, a member of the Department cannot be present in court on traffic cases at the specified time, such member shall notify the Superior Officer of the Automobile Tabulation Bureau on duty in such court by telephone. stating his reasons therefor It shal, be the duty of such member to obtain the name and official title of the Superior Officer to whom such informstion is given, and as soon as possible thereafter submit a written report to his Commanding Officer.

covering all the facts in the case. 624. Mombers of the Department will report their arrival and departure from the Night Police Court to the Superior Officer of the Automobile Summons Tabulation Bureau assigned to said court for that purpose.

CENSOR BUREAU

615. There shall be a branch of the Department known as the Censor Bareau which shall be under the personal direction of a Commandisg Officer designated by the Director of Poblic Safety through the Chief of Poblic. The personnel thereof shall consist of such members of the Department as may from time to time be assigned thereto by the Director of Poblic Safety.

626. Members shall have such regular hours of duty as may be prescribed, and shall report promptly, unless as duty a sewhere or otherwise ordered. Members of the Center Eureau shall re-

port to their Commanding Officer

827. The Contor Buyeau shall be charged with the supervision of all public halls, tearters, motion picture house, plays, shows and entifictions parformed, acted or represented, show on exhibited on any public stage, arreen house or room or other place whateve within the City, and the display of any posters or display advertisements linedar an morality and decency are concerned.

428. There shall be on file in the Censor Bureau a roster of a ! public halls, theatres, and motion pleture homes, and the Bureau shall cooperate with the License Division, so that the Censor Bureau may be informed as to the opening or close.

ing of, or change of ownership or management, or control of, such places

Burean

\$29. Upon being notified of any change of ownevahip, mangement or control of any such place it shall be the duty of the Censor Execut to acquaint the new owner, owners, or ranangement with the rules and regulations governing such places insofar as they pertain to the requirements

of the Censor Parena.

630. Members of the Censor Burean shall be subject to all the Rules and Regulations promeigated
for the guidance and government of members of
their corresponding rank, has/or a stey are applicable, and do not conflict with the specific Rules
prescribing the duties of members of the Censor

ABBESTS

\$31. In matters of arrest and the service of process, thembere shall be guided by well established precedent in the Law of Arrest and by the limits of the authority given them by statute, hear 114.

og a mied alw og tilst å forestigt them with contracting powers in the enforcement of the law, the contracting powers in the enforcement of the law, the contracting powers, the presenting of crimic and the arrest of enforcements are also hosted them assweredness of the contracting of the contracti

432. An arrest is the laking of a person into causiody whether by force or by volustary submission on has part. Mere words do not constitute an arrast, whethe to effective or the alleged offender, the alleged offender of the alleged offender working array to the control of the alleged offender working array or the policy of the polic

ber Itable.

433 No person can be lawfully arrested or delained by any police officer except under authority of law As arrest is authorized either by a warrant issued by competent authority, or without a warrant under some circumstances.

634. A crime is any wrong which the State deems, jurious to the public at large and punishade through a judicial proceed mr in its ewn name. It has also been defined as an act committed or omitted in violation of a public law either forbidding or commanding it.

935 Crimes are classified as High Misdemeanors and Misdemoanors. These are an important classification because the powers to arrest for a High Misdemeanor are quite different from those to arrest for a Misdemeanor.

\$15. City Ordinances are laws passed by the governing body of the City. Any person found violating any Ordinance may be arrested by a Pollos Officer, or by an employee of any department of the City Government whose duty it shall be to unforce said ordinances.

637. A warrant is a writ or precept issued by a Magistrate, Justice, or other competent author-

ity, addressed to a Sherid, Constable, or other pears officer, requiring him to arrest the body of a person therein named, and bring him before a magistrate or court, to answer, or to be stammined, touching some offense which he is charged with having community.

435. Warrants are returnable "forthwith" but a Warrant remains in force until it is returned. By '(orthwith' is meant to arrest the offender, or the alleged offender, as soon as possible A warrant remains in force after the accused has been arrested, so that, should he escape, the off-

er may re-arrest num.

539. No warrant may be altered by any person other than the Court or Magiatrate who issued the same. Any material alteration by any other judicial tribunal or by any other person renders the

The any obtained and the state of the state

where a poster under maker as aftered to a verde committed in his presence' mean that the officer knows from his own huswidelps and from his own examination and the content of the content of the content of the content of the person whom he areas committed and cannot rely upon the statement of others that the person whom he arrests committed the Misdementer and he must make such arrest the Misdementer and he must make such arrest the Misdementer and he must make such arrest the Misdementer and the matter and the such arrests are such arrests and the such arrests are such as the such arrests and the such arrests are such as the such arrests and the such arrests are such as a such arrests and the such arrests are such as a such arrests and the such arrests are such as a such arrests and the such arrests are such as a such arrests and the such arrests are such as a such arrests and the such arrests are such as a such arrests and the such arrests are such as a such arrests are

procuring a warrant \$47 A Police Officer may stop and question any person whom he sees walking abroad at any time under surphyclous circumstances, or whom he may have reason to suspect of unlawful design not may demand of him bis business, identify and destination, but this authority must be exercised with all nossible discretion and the officer must use his

best quarment.

843 A Police Officer may arrest persons who
are prowling around at any time and are unable
or refuse to give a satisfactory explanation of their
conduct, or who have in their possession dangerous
weamons or other instruments ordinarily used in

the commission of crime.

444. When arrests are made by members of the
Department, the person arrested must be brought.

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to a Precinct Station or Police Headquarters impodiately, or to a temporary Headquarters established in an important emergency. No member shall, except under extraordinary efreumstances, release a person from custody, unless with the consent of a Superior Officer, and no such release will be consented to unless the act with which the person is charged, and the grounds on which the complaint is made, are not such as would warrant the further detention of such person Desk Officers shall use discretion in all cases of arrest brought before them, making certain that the act with which the prisoner is charged constitutes an offense for which a person may be lawfully detained, and that there are ressoughle grounds for the complaint. They shall make proper record of the arrest and cause the prisoner to be searched and lodged in a cell

445. All persons arrested for an indictable offense, or any person believed to be wated for an indictable offense or a believed to be an habitual crimbinal shall in accordance with law, be immediately went to Headquarters to be flexer/printed, death of the control of the princers, and all respons tools, keyp, pawn theket, etc. taken from the person or possession of the princers, shall accompany

see experience of arrest by elitena, princess will be detailed to the usual manner. "This, however, is only to the event has the best Offices, very the only to the event that the Deat Offices, which is earlier to the event has been committed, and the eliten two makes as arrest has been committed, or the elitena two makes as arrest has been committed of the elitena that the elit

Station.

647 Desk Lieutenants shall receive prisoners committed by Justices of the Peace of the County of Essex and keep them in custody for a period and exceeding fortr-eight (48) hours. Prisoners

consisted in this measure shall be avealized limited felosity, or at the next regular section of courficients, or at the next regular section of courficients. When members make an arrist for an left title. Tooks and it was that a crime has been courn (tel. they shall make a secon complished when the prisoner is a resident in cart if it to opinion of the Judge, there is sufficient evidence provided shows a shall arreat all bermous who leder

649 Members shall arrest all persons who interfere with them in making arrests or serving process, or who knowingly conceal a person who has committed a crime

850. Witnesses in serious crimes should be detained and seut to Court with the principals to the case. Witnesses should, whenever possible, be detained in a witness room, and not in a cell, unless so ordered by the Commanding Officer.

651 Persons arrested for violation of City Ordinances will be arraigned at once if Court is in session If Court is not in session, they will be held in default of ball.

652 In executing warrants for the arrest of persons in their homes, or other buildings, if admiraton is denied members must have reasonable grounds to suspect that the persons wanted and named in the warrant are within before forcing entrance. They shall, in all cases, inform the person or persons refusing to admit them that they are police. Seers and possess a warrant. After so identifying themselves, persons who obstruct or Interfere with them may be arrested and prosecuted if provable they are aiding the person or persons wanted to avoid arrest. If however, members have positive information that persons wanted for the commission of crime, or that stolen goods are represent in buildings, and the ends of justice may be defeated by delay entrance abould be effected immediately and the person sought, or the stolen goods described secured

the storm good operation secured 553 In executing earth warrants, members have the right to search only the places mentioned lo the warrants, between usurise and sunce unless otherwise specified in the warrants, and shall identify themselves if refused admittance. If no parson is present on the premises at the time of such march a copy of the search warrant should be left.

in a conspicuous place.

654. In cases of a high misdemeanor in which
a warrant has been issued, the officer may make
the arrest whether he has the warrant with him

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or not, but if he does not have his warrant, he does not make the street treet the war and but makes it because of having reasonable raise to believe the offender has committed a High Nisdemeanor and better such arrest is leadly the same as making the arrest within a warrant where a warrant has been usued the officer must have the warrant with him when making has they the warrant with him when making to

arrest 55. A search warrant is required to make search of any house, building or place except when in pursuit of a person wanted for a High Misdenseanor, or an escaped prisoner, or with the invitation or voluntary consent of the lawful occupant

of the particular place to be searched 656. Citizens who apply for information regarding charges against persons in custody will be told the nature of complaints, unless to the opin ion of the besk Lituterants, such may tend to

defeat the ends of justice 437. Prisoners will be given the privilege of notifying relatives, friends, or counsel of their arrest, and every resoluble assistance shall be given to insure delivery of such inf-rmalls by stelephone or mescaper, provided he were that no written message shall be contain any information that the providence of the country of the prisoners arrest and the immediate energy of the bitmess.

453. Members should bear in mind that prisoners cannot be convicted without evalues. Persona structed for crime, especially not offenders should be watched carried, where he say predictation and interest of the same of the same of the same of the interest Members should endeavor to obtain admissions relative to the even in the presence of witnames, but without making any threats, for promising any interest of more statement arrests by members,

male prisoners shall be searched by the arresting officer in the presence of the Deak Officer on duty in minor arrests, and arrests by citizens, Deak Officers shall cause the prisoners to be searched in their presence by the Diorman. Female prisoners shall be searched by the Mairron with all the privacy that circumstances permit Deak Officers shall give an itemized receipt to prisoners for all prop-

erty removed from their person
650. An arrest for a High Mindemeanor, or Misdemeanor may be made on any day or at any time
of the day or night, and if the person arrested escapes or is rescued, the officer from whose custody he escapes may immediately purson and take bins at any time or at any piece of State and in such care may o musual sessitiating State and extent as in case of making the original arross \$51 Any police officer is required to arress without a warrant by the werbal direction of a fine of the policy officers committed to the jurisdiction of the contract of the property of the p

642. A private person has the same subscript to arrest as police officer to case of thich also demeanor or Midelmanor committed in his presfit. The property of the property of the protife of the property of the proting of the property of the proting of the property of the proting of t

441. The efforce maching the survest should inform the prisoner who he is revented, and if the arrest is made by virtue of a wave should inform the prisoner of the should inform the prisoner of the notive mode could be a required to the prisoner should be granted, but only when it can be approximately of the prisoner should desire the nominon; for its prisoner should desire the nominon; for its prisoner should desire the prisoner should desire the prisoner should desire the prisoner should desire the prisoner should see the prisoner should see the magnitude who issued the prisoner should see the Magnitude who issued the

644. When a police officer is opposed or resisted in making an arrest and no other officer is within call, he may if necessary in the name of the State, demand the aid of a by standar or citizen who must resider such assistance when demanded or be himself arrested and numbhed.

865. When a person charges another with the commission of time and insists that the person charged be taken the charged be taken the charged be taken the charged be taken the same as arreat, the police of the commission of the control of the charged be taken the charged between the course of the charged between the course of the charged between the charged between

accompany bin as a complainant.

645, in making an arrest the officer must be careful not to submit his prisoner to any greater severity or indignity than is necessary to effect the arrest and bring the prisoner safely to the Pre-

cinct Station. The State requires the officer to do his duty at all bazards, but in the performance of this duty it requires him to be as considerate as elic imstances will perm t No amount of force is too great in making an arrest I of it necessary for overcome an abatinate and dangerous resistance. no measure of severity is just fied where there is no attempt to escape. The use of handcuffs without good reason is an unpercessary and unjust-flable indignity On the other hand the officer must remember that he is responsible for his prisoner and required to do what is necessary to secure him The officer must use his own discretion, and if he does he duty in a consistent and careful manner he will be justified While the officer to required to be as core derate in making an arrest as the circumulances will permit he must a ways remember that he is the representative of the law to where demands all must submit. The officer is charged with the duty and armed with the power to compe; submissis n

667 A police officer should bear in mind that frequently a politic warning to persons guilty of minor officences will be sufficient, and arrest in such cases should not be made unless the violations are wilful and remested.

668. A police officer should not use a firenrm except in extreme cases, such as in the actual defense of his own or another's life or when attacked with deadly weapons or in the actual pur-But of escap ug persons charged with a grave High Misdemeaner and even a such cases the officer is not justified in using his weapon until all other methods of effective an arrest are exhausted. A police offer should not fire upon a person who is called upon to half upon more suspicion, and who without making resistance simply runs away to avoid arrest Neither should the offer shoot at a person who is rounting away to avoid arrest for a trivial offense. It should be borne in mind that there is danger of injuring innocent persons when firing a weapon, and police officers are admontshed

to us always the utmost coutfon in such cases.

682 All perman arrested by members of the
Department shall be not be Suttons in the
Practicate in which there in the Suttons in the
fracticate in which there is no support to the
impracticable to do so, in which
may be taken to say other Preclact Site income
cases concerning the Detective Division arrested
permons shall be taken directly to Police Headpermons shall be taken directly to Police Head-

rected, warrants for their access will be procured at 1. Police officers when serving warrants, mak ing access on their own initiative, or when ordered to make access to make access to a pologic by stating that they are sory that they have to take such action, or have been ordered by Supremy officers to it or or any words tending toward analogy.

672 Each member of the Department is responsible for the humane treatment and safe keeping of a prisoner in his custody or one detained in a building or part thereof over which he has approached in

472. A person in charge of the operation of a mechanical apparatus which, if left unguardia, might result in injury to persons or damage to property shall not if arrested, be removed unit such mechanical apparatus has been sateguarded beyond upply possibility.

474. No child under restraint, who is actually or apparently under the age of aixteen years shall be placed in any prison or place of reinforment or in my vehicle for transportation. In evenpuny with adults charged with or convicted terms

455. An unconcluse or neriously logical price mer shall cell be laten in a Pricella Station. As and such passage of the laten in a pricella Station. As and such passage or removed to the marrier benefits as a creating officer shall earst the passage of the property from his as required by those Relata. If a female the asserts of rick prises see that the left have been been such as the property from his as required by those Relata. If a female the asserts of rick prises see that the left have been such as the such as the property from his as required by these Relata and the late of the la

therities for all property received from them

676. An arresting officer shall sasist in lodging

his prisoner in a cell
577 An officer is partified in using his night
attic only in self-defense, to prevent a serious
crims about to be committed, and to prevent the
escape of a prisoner limit where the amount of
force used by the officer is more than the occasion
resurres, it is not justifiable, nor can an officer
useful printing with his clubs prisoner who merely

holds back and does not otherwise resist or endeavor to exape mrt is the user of abusive language by a present jutificative if a measurity upon him by an offer of having him in cartody, and although an offerer may act in self-defense he has no right to retailize with excessive force.

473. Warrants from any county in the State of New Jersey other than Essex County, must be ends sed to a Magistrate or Judge of the Court of The a rested nerson must then be brought before the Marieirate or Judge who endorsed such war rant, it some ther Manistrate or Judge of Rases. Consty where the arrested person may furnish ball for his or her appearance at the cost court of Over and Term per or of Quarter Sessions to be held in and for the County where the offense was committed if the arrested person a not able to furnish such bull he or she shall be turned over to the representative of the City or County from which the warrant emanated. Pullurs of any memher of the Department to fellow out this duty imposed up a lim by the statute, makes such member I able to an incletment for an assault and false impriserment although no actual violence mitted to the Commanding Officer who shall see that the proper endorsements are made thereon

433 Members of the Department shall appear in cort against any person whem they may arrest, and will be he d responsible for the production of all evidence whether property or statements in the courts when the prisoner is arraigned. In the event that D. Friener, a arranged by offices other than the erresting office at the half be the day of arraining office of no folly the arresting officer

460 When an arrest is made and prisoner conveyed to a Prec nrt Station persons not connected with the Department are not to be admitted or allowed to remain in the Precinct Station (except compalant and witnesses) until after the prisoner has been placed in a rell or detention room if necessary the doors shall be survived.

631 When arrived are mide by waffant, the arresting officer shall notify the complainant of the date, court, and time defendant will be arraigned. 633. In all cases where a member of the United States Army, Nawy, or Marine Corps is arrived to 533 When arrests are made of any omnibus driver or motorman willie he is in charge of an omnibus or street car away from the depot to which they he soo, members of the Department shall accompany the princer by the usual reade of omnibus or street car to each slept previous to taking him to Police Headquarters or a Preduct

Bildion When necessary to charge with a critic or growth program of the control person representable for deferrey of the United Stories Nivil, members of the Department of the Control Stories Nivil, members of the Department of the Control Stories Nivil and the Control Stories of the Control Stories of the Control Stories and request any superior to designate, a person luminosis each person in the United States Mail Services and request any superior to designate, a person luminosis of the Control Stories and Program Stories and Stories and

\$35 Members of the Department in civilian attive when making an arrest will identify themselves by showing their shield and at the same time announce that they are Police Officers

486. In making arrests of persons suspected of carrying concealed weapons a search should be made immediately.

es? No member of the Department shall arrest or assent in making arrest, on a United States Court Warrant, except when called upon by a United States Marshal or one of his deputies for assistance.

688. Members should always bear in mind that when transporting prisoners they should compel prisoners to sit well forward in the automobile patrol, members in charge of much shall not sit near the extreme rear of the vehicle, but in the comparisons provided for Officers.

683. In effecting an arrest and when it is necessary to use the billy or nightatek, experience has shown that a prisoner should not be struck on the head, but only upon that part of the person where the least injury minth be caused, but with suffi-

clent force to subdue the prisoner. The application of Jlu jitan methods in subduing an unruly prisoner is exective.

600. Whenever a member of the Department makes an array or at any time has in his personal contody a prisoner not confined in a cell or manner to present the prisoner from increasing the control of the control of the cell of the cell

831. When a prisoner is unable to walk, or is in a condition that is offensive to public decancy, or when the distance is considerable, an automobile patrol shall be called to convey the prisoner to the Presinct Station.

JUVENILE OFFENDERS

893. Any boy or girl, under the age of sixteen years, who commits any violation of law (other than murder or manulaughter) shall be charged with Juvenile Delinquency

653 When Juveniles are arrested for the eriment of murder or manelanchiter, they shall be arraigned before the Judge of the Juvenile Court for a preliminary barding. In all such cases, the Prosecutor's Office must be notified, prior to such arraignment and hearing.

\$34. Whenever a Juvanile is arrested, or committed to the Parental School, it shall be the duly of the officer in charge of the Desk to immediately notify the parents or guardians of such Juvenile Delinquent, acquainting such parents or guardians with the facts in the case and the location of the Parental School

and Juvenile delinquents, male or female, shall not be confined in a cel or witness room, or other place of confinement. If not period in the custody of parents or guardians, they shall, as soon as practicable. be transferred to the Parental School, ac companied by Juvenile "commitment," properly ascented by the Desk Officer

696. Juvenile delinquents shall not be conveyed to, or from the Parental School in an automobile patrol, nor placed in any vehicle in company with adults charged with or convicted of crims

537. Wherever a Javalle delinquest is brought before any Commanding Officer, or in his absence, the officer in charge of the Beek and in h a judgment the officers for the Beek and in h a judgment the officers for the first of a minor nature, and Irlal in the Justend Currit unsuremanty such Commanding Officer in Dack Officer may re-ease the off-order with a representable of the officer for the officer in Dacks of the three presents, and the officer for the officer relaxation in their custody present, and the officer for relaxation in their custody.

TESTIMONY OR COMPUCT IN COURT

698 Members of the Department concerned in cases before the Courts are to be nunctual in at tendance, and shall observe the utmost attention and respect toward the Court at all times. When giving testimony, they shall speak calmly and explicitly in a clear, distinct and audible tons so as to be easily heard by the Court and Jury They shall testify with the strictest accuracy, confining themselves to the case before the Court, and meltier suppress, por oversiste the elightest ein constance with a view of favorage or discredit ing any person. When cross-examined they shall answer with the same readiness and civility, as when lestifying in support of the charge, remem. bering that the ends of fastice will be heat served by showing a desire simply to tell the whole truth. whether it be in favor, or against the defendant

699 Members of the Department, when making any official statement or deposition shall state clearly and truthfully all they know respecting the matter inquired of without fear or favor and with yet desire to influence the result.

700 Members shall make accurate observations of all matters relating to duty, that they may be sale, if required to shute all the cirrmentances able, if required to shute all the cirrmentances are particulars of a case for order or the time of the particulars of a case for order or members of the circumstances.

701. Members shall promptly and properly mark for future identification, and secure against tampering, all articles of value as evidence that

are obtained with a case.

702. Members of the Department will not sign
complishes in cases involving accidents, except
where death results or when the injured person
is confined to their home, or in a hospital.

703. When expert analysis of any object, weapon, chemical compound it, jurid, or other substance of possible va se as oxidesce in required, but the Common of the Commond o

DEATHS BY CRIMINAL VIOLENCE, CASUALTY,

704. In all cases where a dead or supposedly dead buman body is found in any public street. highway alley or other public pince or building. or in any private place under c roumst area indicating that a crime may have been corns stod the members of the Department first having an wiedge of such shall immediately not by the Dook Lieu tenant on duty in the Presinct in which such body is found A member of the Detective Division in any such case shall at once potity the Command ing Officer of the Detective Division The Deak Lieutenant on duty in the Previous receiving such information shall award atchy aform the Commanding Officer of the Detective Division of the facts, and in addition shall notify the Bureau of Criminal Ident Scutton and Recents, and send an ambulance or automobile patrol to the scene, if same have not already been disputched. The Commanding Officer of the Detective Divisi in receiving any such not ficution will ass gn Detect yes to investigate, and where there a c susp c our circumstances indicating that a crime may have been committed he shall not by the Chief Medical Examiner and the Prosecutor's Office. This rule shall in no way relieve the officer in charge of the deak of the duty of making all proper notifications in all such cases.

768. A member finding such body shall not endanger the working of the case by delay, but should entite the sid of citizens, if necessary, to report same. He shall at ourse make a superficial properties of the side of citizens, if necessary, to report same. Side of the s

class at the scene to make examination of such body, the member shall apply first aid if it appears accessed in the provincial until the ambulance or automotive of productive and in the amshall any member of product arrives in no case shall any member of productive arrives.

balance or attemblic patrol arrives. In Do can be able to the patrol arrives a Do can be able to the patrol arrives are patrol to the patrol arrives are patrol to the patrol arrives are patrol arrives ar

706. Members of the Department at the scane of the finding of a dead human body where a homicide is exeported shall at once make a th rough Investigation They shall note the location of the body with reference to highways streets alleys, sides alka saildings and other important beints or surrice add g of sects taking and recording accurate measurements of distances. The direction in which the buy it is og and the posite a of the arms and legs, he d and trink should be noted. The cl. Ming. observed its arrangement or disarrangement whether wet or dry, clean or solled, the presence of visible spots the color of the various pieces of appared the preterial and its pattern and the name of the maker if any as for as a s perfecul examication may reveal All wounds injury a score dirt hand and distinct we marks of ident Scatton shall be note I as we I as the condition of the eyes and month as to being opened or closed clean or dirty, the expression on the face, and the condition of the hands, whether coan dirty or stained Members shall also rate the presence or absence of any weapon havet cartridge poison or any other thing which might ind cale the cause of death, and if present its location with relation to the body Also they shall make the position and condition of farn ture and other artices if any and prevent their removal noting if there are any aigns or indications of a struggle, and shall be extremely careful to preserve all papers and letters, and everything which may have any bearing on the case, and they shall make a minute examination of doors, windows, floors, carpets, walls and contents of stores and furnaces, and other places for the purpose of discovering information which

may be required as evidence. They shall observe any impression of automobile tires, footprints, fingerprints and other impressions of hodies or articles which may be important in the case, and shall preserve and cover the same for proper utilization In case of p. isening, jars, pots, kettles, bottles and other containers, as wel, as all edibles, should be preserved Under no circumstances shall members alter the positi n of the body or t uch or d sturb any article on or near the body, or any stugs, cartridges or empty shells, or other articles which may he helpful in bringing about a solution of the crime, or permit any other person to do so. except in electionce to the orders of a Superior Officer or under the direction of the Chief Medical Examiner or his assistant Members shall exercise extreme care to the hand for and marking of weapons and other articles of ev deace bearing in m nd that cases of homi-tin are frequently solved through flogerprints, and the characteristics of firearms. Slugs or bullets should be marked for identification on the base or none, preferably on the bone, and never on the cylindrical surface, Cartridges and empty shells should be marked on the cylindrical surface and never on the basepreferably just inside muszle, Particular care should be exercised in the handling of revolvers mistols or rifles to prevent grit or dirt from getting into the barrel or actualing mechanism which would have a tendency to change the characteristies of test bul ets or excitatige cases. A. Brearms must be handled carefully, so as not to dislodge burnt powder or alter position of criinder or magazine, and preserve them in the same condition as when found for example, blood should not be removed from a knife, nor rust from a firearm. All such weapons and each individual cartridge, shell, slog or bullet shall be marked by the member in a similar manner.

107 Members shall make solve of the name, age, address, occupation and authonality of the deceased where such can be learned, and note and address, occupation of all vilinesses of the death all persons doubtfying the hody all persons present and address of all vilinesses of the death all persons doubtfying the hody all persons present and addresses of all vilinesses of the death and addresses the hody all persons present beautiful and an addresses and addresses and addresses have been addressed and addresses and ad

129

and accurate report of the case. When more than one member takes part in an investigation at the score of a homicide, every important discovery of evidence by one should be communicated to the other investigators so that they may particleste in the discovery and he able to give the same ten timeny as the original discoverer Whenever a member of the Department firds a dead or supposedly dead human body in or at any place here inhefore leacribed, he shall preserve the scene un changed as ready as possible and prevent all Interference with the body or its surroundings until the case is fully investigated and permission Medical Examiner or his assistant Where it is necessary for a physician or an ambu ance sur goon to examine a body, members of the Depart ment shall eastlon such physician or surgeon not to destroy evidence of crime

708 The procedure to be followed in cases where any person shall have died of criminal vie lence, casualty or saidlé, or in any suspicieus or tunesus manners shall be in accordance with Chapter and the control of the

795 The member of the Department in immediate charge at the series of the finding of a deed human body shall extend to the Chief Medical Canaliser or his needstand as well as the Detectives anniver or his needstand as well as the Detectives with a view to effecting a speedy identification of relatives and offereds of the decreased also make knewn to the body, and the prompt notification of relatives and offereds of the decreased also make knewn to the testing as well as the names and addressers of all cities as well as the names and addressers of all cities as well as the names and addressers of all

710. In cases of suddes deaths, deaths from violence, or deaths of persons who have received no medical sid, the Chief Medicu. Examiners Officer shall be anotified, informing the person in contrast of the contrast of the Chief Medical Examples of

711. All unidentified hodies shall be sent to a designated funeral parlor at the direction of the Chief Medical Examiner or his assistant.

Curie: adolesi Examiner or his amistare.
712. Renamins found in waters will be brought
to shore, to await the arrival f the Culef Med cal
Examiner or his aesistant or their crieres in remove the remain s to a devigrated feneral parlor
713. No floagerprints abill be taken of any dead
the body prior to the autossy, without the
consent the control of the Chief Medical Examiner or his
Addition.

714. In all cases where persons have been killed or servicular injuried and it likely to disconsist in a finish to discount to the accident its caused by a motor vehicle, and it the accident its caused by a motor vehicle, a qualified member of the progression shall examine any test the mechanism of the motor vehicle concerned. The member making such as amination and test shall attend court when the prisoner is agranged.

DYING DECLARATIONS.

115 to case of attempted homisides where it is evident that the fured person may specify it, a dring destartion about 2 to taken from such a dring destartion about 2 to taken from such makes the further state of the fur

72f. Womenew possible, a dying declaration should be readered for writter and trike an query declaration of the control of the

717 When the member in charge at the scene of a crime, or at a hospital, is informed by a physician that the criminally injured person cannot recover, he shall immediately neitly the Command ing Officer of the Decettre Division, who shall at long Officer of the Decettre Division, who shall at one dispatch a member of his command, if one is the statement of the decentre dispatch in the statement of the dispatch of the statement can be statement of the dispatch of the Decettre Division shall hisself test such statement externed Division shall hisself test such statement of the dispatch of the Decettre Division, or a steengrapher, the member who is present in charge, shall proceed at once to exceed the dispatch of the dispatch

718. Since a dying declaration must be taken

in accordance with the law, the method of taking same should be carefully studied. The three elements of greatest importance in their order are 1 That the person making such statement must be of sound mind 2. That the person making such statement believes in the hereafter and in the existence of a Supreme Being 3. That the person making such statement believes that he or she is about to die havens absentely no hope of recovery Relative to the first element the decirrent must be rati sul, and in possession of his or her mental faculties to determine that fact ask the time of the day as indicated by the hands of a watch or clock or declarant may be asked if he, or she recognizes friends who may be present, or to name the day of the week, or dut up sigh a color or give his or her name ago and address or similar information if possible produce an examination by a physician to confirm the declarant's consciousness and rational mental conditien Relative to the second cement the declarant must believe in the hereniter and in the existence of a Supreme Being. The religious belief or faith is immaterial. A dying declaration obfained from a heathen in a lexal manner who he-Heves in the existence of a Supreme Steing and a reward or punishment in the hereafter is admissthic Relative to the third element, the declarant must sense impending death, that is, practically immed ate death, and have absolutely no hope of recovery After the injured person has answered the questions in elements two and three in the affirmative, the officer should proceed with the statement in the presence of witnesses

712. A dying declaration is adminable only in criminal cases, and then only to show the cases of the death of the declarant, and by whom, and in what manner the injuries were inflicted. Any declaration a dying person may make with rebailon to another crime is not brine which can evidence.

720. In event the person

tion to another retime is not a finescable an evirlence.

720 In event the person making a dying declaration services, bis, or her injuries, each statement is not admissible as evidence at the trial of the scruse?

721 In the event the person accused or suspected of inflicting the injury is in castody, he phall be brought before the dying person for the purpose of identification. This should be done in this presence of witteness, so that they may be able to testify as to the minuner in which the identified thou was made.

FIRES, RIOTS, EMERGENCIES

72th. At the scene of a fire, rick, or other emergency, the number of the Department flows as after will be in charge of the points discribed in the second of the points of the points of the Department of a member of the Department of a member of the Department of the Pre-effect in which the air attribut rank from the Pre-effect in which the air attribut rank from the Pre-effect in which the air attribut first of the Department arriving first not the Department of the Departm

The property occurs and clear a space for the deposit of property, the state of property takes of the fance, and shall assume charge of and sately the fance, and shall assume the property takes from haldings during a fire, under some types of the property of the propert

724 Members of the Department shall, except when impressed in the Department shall, except when impressed in the state of the first and the state of the state of

785. After the departure of the Fire Department apparatus from the acces on large fire, the officer in command shall make a police detail to take charge of it hald now disruged by fire, for the prepare of present guaranthorized persons and the property of positive commands of the property of positive of the property of the property

738. A Commanding Officer upon an alarm of fice shall if the same be within his Precinct, make immediate inquiry as to the location and extent of the fire and shall promptly dispatch to the scene such, number of efferer and men as may be necessary and if the fire has serious or threatening he shall be madel proceed to the scene and assume general supervision of all the membages

of the Department present
227. In the sweet of a large fire, at which
227. In the sweet of a large fire, at which
license are beingered in their work great danget breatment or crimes probable, and the swellare threatment or crimes probable, and the swellthe shandout the Communities Offices that I report
conditions at a Superior Offices, who will in his
clinical in order to the sweet of the lire. Comtheir men as well as such number of describes as

723 At a large fire or other important emergency overfing an insually extender area, the Officer in charge shall establish headquarters at contenter and accessible pitel in order that he may give general Legislaviand make suitable disposition of all residencements arising from different Precipita Whenever the Officer is other in each end of the state of the same from each headquarters be

absence

723 It shall be the duty of one of the reservement on what it writter report of any alarm of first to which they are dispatched in the autooffice to which they are dispatched in the autotion of the second of the second of the time of such tire location of building or buildlags arbee do source coveres occupant to occupants, probable low rescalites if any and such large and the second of the second of the but necessary in make proper record of same. If possible, he shall examine the building or buildrings carefully for any indication the first and

note in his memorandum book the relative post tions of goods, or other circumstances which may be of service in determining the origin should it become a matter of legal or com hal inscatination. Members shall upon darriers of a fire turn in an alarm as quickly as possible from the nearest fire slarm box if the fire appears to be serious, however and the fire plarm box is beated at some distance, they shall send in an slares by telephone if one be near and acress He When the fire can not be seen from the fire alarm box someons should be stationed there to dire? the firemen upon their arrival. After the slarm and the direction of the firemer have been attended to members shall proceed imm cliately to the scene of the tire and re sler such services as may be necessary If the fire occurs at night in a dwe log house it is the duty of members to first arouse some necupent of the dwelling before sending in the slarm This may be empirabed by pronding on the doors, or amashing a wadow blowing their whist es or any other method which will arouse the occupants or attract the attention of officers on adjutuing posts, or pedestria is. After one or more occupants have been aroused, the sending in of the slarm will be attended to by members as bereinbefore described

The transfer of the arrival of firemen at a fire, members also then the arrival of firemen at a fire, members also the firemen in assisting occupants of dwellings to the six as a substitute occupants of dwellings to the six as the firement and court of the firement and courted of t

meral and control of the fire entry of those in the burning and add to fee infilter, or reason the burning and add to fee infilter, or reason the burning and add to fee infilter, or reason the burning and add to fee infilter, or reason the burning and add to fee infilter, and the burning and add to fee in the burning and add to fee in the burning and the burning a

in cases of accident accepted

133 In all cases where a false slarm of fire
has been sounded mal cloudy and with intent, or
where there are reasons to believe a fire is of insoundarry origin, members shall make every effort
to anovelved the person or persons remonable.

131 When the services of members are no long revision and the ranking Superior Officer, or in the absence of a Superior Officer, or in the absence of a Superior Officer, the senior Patriorium present; seemble such members and march them in military order to the Precinct Station, or send them on peat, as may be proper at der the deviamentances. 224 Members about familiative themselves

with the locat of of every fire a.vm hot is their Pracinct. Fallure of members to report for duty at a fire on their own or immediately adjoining post will be deemed neglect of duty and offending

at a life on their own or immediately adjoining peat will be deamed neglect of duty and offending members charged accordingly 735. Members of the Department shall admit within the fire lines the following rehicles. Police or Fire Department rehicles, Ambulances, Vehicles

of a lighting or transportation company if upon duty connected with the fire, Vehicles of the Building or Water Department, Vehicles of the 238 Members of the Department shall not direct the research of a sick or injured nember of the Fire Department from the scene of a fire.

except with the knowledge and consent of a Superior Officer of the Fire Department. 737 In the maintenance of fire lines members of the Department shall exercise care that the rights of persons and property are list interfered

with integerating.

728. In the event of a large riot, the Department issued founding as in History hody and in concentration in the integer and it possible, and integer and it is not integer and integer and

139. In case of riot, reculring a large detail of men, the first member of the Department present shall immediately softly the Commanding Officer of the Presint is which the riot occurs, who will only without delay, summon as many men as may record to the present of the prese

munication

quest rainforcements
T40 Members of the Department shall make
every effort to disperse any large and morely body
of persons, who are or may become dangerous to
the community. They shall, in making arrests.

first take into castody the ringenders or principals. They shall exercise great care and first season such occasions and shall act fearlessly said not manuse. Projectal force must not be received in manuse. Projectal force must not be received in the season of the sea

741 On occasions of rick, or other emergency requiring the sarvices of the Department, the roll shall be called before leaving the Precinct Ration by the member in charge, and after returning to the Precinct Station, by the Desk Officer, to ascertain which members, if any, are absent.

ELECTION DUTIES

742. Desk Liestennis, before moding Patrolmen to day at pilling places, and, lost not them in the duties required of them. In the control of them in the duties required of them. In the Patrolmen for meals Stepenstea of Copians will Frequently with the polling power and duty by Patrolmen for meals. Stepens of duty by Patrolmen shall be the polling power in the polling power for meals after the polling power for the popurious, can exceed Supprior Officer of the Department, can exceed the polling power for the popurious, the polling power for the popurious, the polling polling polling power for the popurious of the polling po

743 When members are detailed to duty at polling places on Election Day they must not engage 'n political arguments or interfere in any way, unless called upon to perform some police service. It is a member's duty upon such occasions. to preserve the proce and see that an unclearneted passage is kept pen to the voting may high mee that all who wish, and are entitled to can have an opportunity to vote and when anyone votes, or attempts to vote, illegally arrest him, or her All voters in line at the close of the polls must be allowed to vote members assigned to duty at the polling places shall station themselves at the end of the line at the time set for the closing of the polls, and prevent anyone from entering such line of voters after such time. The law provides that no person or persons shall be permitted to loiter, or do any electionsering within one hundred feet of either side, or in front of a polling place. This provision must be strictly enforced by members.

745. The Judges of Election are the custodians of the voting muchines and should any attempt he made to carry away, or destroy the machines during polling or counting of votes, it will be the duty of all members present to render all assist ance in their power to the Judges of Election

the Judges of Election

746. At the completion of the casting of votes, if shall be the duty of the members are goed to polling places to take a position plongs de of voting machines as disce that the members of the election boar I are not interfered with while the tally ing of votes is in progress. Under no circumstances shall members are good to polling places check or nariat in check ng a any tady sheets, except on such sheets as are furnished by the Department for the information of the press

747 At the completion of the counting of votes, the Election Officers are required by law to take the records to the Tibe of the City Clerk It shall be the duty of the members on duty at a polling place to accompany the records to the City Clerk's office by the most direct route, and not stop or enter any place en route. Where two members are stationed at a polling place only one, except other wise ordered, need accompany the records to their destination

748 Members of the Department have the priv-Hege of exercising the right of suffrage to the extent of casting their rotes for the candidate or candidates of their choice on Election Day but they must positively refroin from entertur into any political discussions by word measure, will ing, or in any other manner nor shad they on desvor to influence any munteinal or other election, or interfere at any election, or make use of their Boultley or influence thereat, except to 41e charms their official duty

749 The right of every member to entertain political or partisan opinions and to exercise them freely when such expression shall not concern the immediate discharge of his official duties, and the right of elective franchise will be deemed sacred

750. Members assigned to duty comparing or verifying any election list, shall perform such duty promptly, thoroughly, and conscientiously.

751 Members of the Department stationed at polling places will report to their Precinct Stations at noon from the nearest signal box or priwate telephone, the number of votes cast, naming the Wards and Districts.

752. When stationed at politing places, members shall wear their full uniform at all times, and shall refrain from am king 753. No person, except the Judge and officers of election, and voters, shall be permitted to be within the guard rait in the polling places.

SICENESS AND SICE LEAVE

754 Members of the Department unable to report for duty when so required because of sickness or injury shall report the facts to their Commanding Officer or Lieutenant in person, if possible, and, if unable to report in person or by telephone they shall send a written report by a member of their family, or other responsible person, with all available details concerning their allment. Such report shall not be made by telephone by any other person upless it be expossible for members to report as required above

755 Members taken sick or injured on patrot, investiga ive or traffic duty shan report the fact to their command by a gnal box or telephone and reteats on duly until relieved inters excused by their Superior Officer upon auch report being made if analie to report to their Commanding Officer or to remain on duly until releved or until y atted by a S sperior Officer they shall notify an adjoining, or fellow member whose duty it shall become to notify the Command, and the first Superior Officer who shall visit him Should mem bers injured or taken sick on duty be unable to comply with the foregoing provisions, they shall proceed to their residence and obey the provisions of Rule 764, but in case their command is nearer than their place of residence, they shall report in

person at the command before proceeding to their

place of residences.

76. Members taken wick or Injured on dely,
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757 Members absent because of sickness or injury shas not leave they resultence without par massive of a Bepartment Sargoon who shall destrain whether or not such members shall wear a uniform and the bases diving which they may be outdoors. Members shall report to the Sargoons

as regalized.
758. Members confined because of sickness or laying react be accessing to the Department Surgeous at all, times and the Riggeous must be correctly infersed as in this cand, as The orders of the Department of an available to the Department of the Depa

willion coave and charged according y 759. Members who have been on leave because of as knows or migray will record to their Commanding Officer immed actly unce becoming able to resome their dutter, or upon being ordered on day by a Department Surgeon whicher or not it is their day off this provision shall not be constructed as requiring that such manhers perform

daty on their day, if except in an evergency 700 Members failing to properly report their accuracy or to price, who are not at how when when you have been accuracy to price, who are not at how when when you have promisen to be set their end-accuracy and promisen for less their end-accuracy has been as the arms of their produced who design already not have reported who feel accuracy to their residence when the products in amoratance or immeral or vicious habits or practices, or who is now way vicious the provisions of the set Review and to a be absenced and charges being prefered against them.

781. Members who may be granted permission to just the Gipt placease of deletions or mistry. The control of the Gipt placease of deletions or mistry, and the control of the Gipt place of the G

their home shall un sed atty report the fact to their command and report to the Chief's recon in person in such cases the Chief Surgeon shall have jurisdiction and must be obeyed accordingly 7-72. Members of the Chief Surgeon shall have

762 Members of the Department, except in cases of extreme opergency shall but sobmit to an operation unt! they first consult the Chief Surgeon or one of his Assivant.

24. Members shall be personal in reporting steamer company results of the common steamer company results of the common steamer company results of the common steamer common

ARSENCE

764. All members of the Department, carpy as otherwise ordered by the Director of robble Safety, are entitled to a leave of absence cannata days allotted a 3-ray with pay The number of cannata days allotted a 3-ray with pay The number of safety allotted in the selection of the procedure to be foil wed in the selection of the procedure to be foil wed in the selection of the procedure of the selection of the selection of safety and the selection of safety of the process of the selection of safety of safety

given at such time

764. All members of the Department are untitled to days off for which a chedule will be artified to days off for which a chedule will be arported to the second of the second of the second bivation Commanded by the second of the second with due reyard to the requirements in the secwith due reyard to the requirements in the secwith due reyard to the requirements in the second with due reyard to the requirements of the second total properties of the second of the second of the ansatzed, and will be no apportuned as for absence as possible at any one time from as few absences as possible at any one time from

any Precinct or Division.

767 When mutually agreeable and for good
reason, any two members may exchange their
vacation periods or days off, but only with the
approval of their Commanding Officer

788. The schedules for days off and vacation periods for Pracinct and Bureau Commanders will be arranged by the Deputy Chiefs or Inspectors properly having angulance thereof, with the approval of the Chief of Police.

769. No member of the Department shall leave the City without, the permission of his or her Commanding Officer, saccept on sich member a day off Approval of an application for variation shall be considered permission to leave the City on attention of the permission of the comment of the parting shall leave with his or her Commanding Officer the temporary vacation address.

770 Members shall not absent themselves from duty without the consent of their Commanding Officer, and without first making application on form provided, satings in detail the cause and duration of such absence and presenting same to their Commanding Officer for approval Violation of this Rule will be deemed absence subthout leave.

771. Members will be granted leaves of absence for three days with fit prey apon the drath of wife, bushand, child lather, mother, saster or brother, provided however, that before absenting thomselves they shall make applies to a nit form provided stating specifically the relationship, be therefore the deceased and themselves the days of the horizontal control of the control of the deceased and themselves the days of the heart commending Offic r. Voltal on of this Rule the Commending Offic r. Voltal on of this Rule

will result in loss of pay during absence.

772. Commanding Officers shall send to the office of the Chief Cierk duly, all applications for lawres of absence from duty, and shall new that

the same are properly filled out before being approved. This includes applications for vacations to be verified as to the time applied for and returned to Precinct Station or other unit.

RUSPENSION

772. Whenever it is decored necessary in cases of willful violation of any of the Kales and Requisitions of the Department, or violation of any crietinal law, after the preservation of good and distiplies, the Chief of Police or Acting Chief of Police may be chief of Police or Acting formal charges, any subpredictate member of the Department.

774 In avery case of suspension the Chief of Police shall, as soon as practicable, notify the Police Commissioner in writing, station the name of the accused the particion Rule violated and the specific charges against the accused member, topeches with the names and addresses of all wittopeches with the names and addresses of all wit-

778. Any member of the Department under susremaion with immediately surrender his shield and all other Department property in his posecsation to his Commanding Officer, and such property will be kept in the possession of such Commanding Officer of the suspended member pending investigation of the case.

776. A member of the Department, under suspension, is relieved of the duty of reporting at any Station unless so directed by the Chief of Police. He shall be responsible for any further violations of Department Rules while under suspension, and shall h.id himself in rendinces at his home to receive any order.

777 No member of the Department under muspension shall wear his uniform, except when directed to do so when answering a summons for a Department bearing.

778. A member of the Department under aussension wil not be restored to dity pending investigation or nearing of the charges for which he or she was suspended, except by order of the Director of Public Sarte.

TRANSFERS

779 Applications for special assignment or transfer shall be made in writing to the appli-

cant's Commanding Officer and shall be promptly forwarded by such Commanding Officer, through regular channels, to the office of the Chief of

RESIGNATIONS

789. All resignations from the Department most be in writing and bear the disprature of the re-alerant. except as provided in three Relea and Researchies. No member of the Department shall writhdraw or resign from the service ances he or the shall not given the Chief of Police and less than the given the Chief of Police and less than the given the Chief of Police and less than the given the Chief of Police and less than the contribution of the shall not give the contribution of the Director of Public Stately to do otherwise.

781 No member of the Department shall withdraw or resign except by permission of the Director of Public Safety

782. Members of the Department shall not be allowed to withdraw or resign from the Department, while charges are pending against them accord by perviseion of the Director of Public Safety. 28 Members absent for five successive days, which was not been accorded by the department of the Director of Public Safety. 29 Members absent for five successive days, the control of the Department will be dropped from the rolls of the Department will be dropped from the rolls of the Department of the Depart

284 Any Superior Officer of the Department may accept the written retignation of any member pending seceptions by the Director of Public Safe ty, and the same abuilt be immediately forwarded to the Commanding Officer of the Precinct Division or Unit of the residential, who will, is soon as practicable, forward may written regignation to the Chief, of Public.

GIPTS GRATUITIES AND REWARDS

188. Members of the Department are forbidden to receive or accept a reward, gratulty or present of any kind, directly or indirectly, in connection of the co

188. Members of the Department are forbidden to receive or accept presents from other members of the Department, unless permission be granted by the Director of Pablic Sastey Nor shall any member suggest, solicit, collect or receive a subscription or contributes for any purpose, nor enter a prize context urless permission be granted by the Director of Pablic Sastey, in each instance.

obtained through the Cyler of Police 787 No member of the Department shall allow the use of his name at any fair, testival or exhibition for the purpose of selling tickets, or setting up or promoting a selfic or efficiency interprise.

788 Members of the Department shall not collect momey or receive anything else from extreme, or others for the purpuse of making presents to or bestowing testimonies upon other members of the Department.

179. Whenever a rward or sill of any description to an ember of the Department, then is professed to a member of the Department, or the programment of the Department of the Department of the Department of the Department of the State of the Department of the Dep

entire denation
790 No member shall loan to, berrow frem, or
secept a gratity or purchase personal property
from any person in custody. Neither shall appear
member make a charge for any service rendered,
servent by weedlite permission of the Director of
servent by weedlite permission of the Director of

PROPERTY

791 Members of the Department finding lost or abandoned perishable property, where the own erable of such property is not known, shall cause seems to be removed to the Precinct Station and the Commanding Officer of such Precinct shall order its distribution to hospitals or other institu

Public Safety

tations having use for shine.

722. All cumbersome property received, such as edd merals, ropes, junk, etc., may be receipted for at the Preciment or Division where same is recovered.

793. When a member of the Department receives a subpose of Court, providing the Property Case and pose of Court, providing the Property Case to see that of the veder that he may have in the case, such as tools, weapons, books, documents, ething feevire, implement, or stolen property, that has been piaced in the property room is property that has been piaced in the property room is property and property of the p

334 When a member of the Pepartment searches a prisoner at the Desk, he shall count all money inken from the prisoner before handler it is discovered to the prisoner before handler it will about 30 febrer at the Desk. The Desk Officer with a bound of the search of the money or the state whal other property has been taken from the prisoner in such a case unless to money or property so taken in to be used to the search of the prisoner be may be supported by the prisoner be may be sear the may be supported by the prisoner be may be supported by the prisoner between the

795 Deak Officers shall be held strictly responsible for monies received, property taken from keepler and for all ther manies, volubles, or ether property intrusted to them by virtue of their official peat on They shad ease property to be removed from the postersion (a prisoner () the following cases I Property unlawfully carried. or which a required an evidence 2 Property lawfully carried but which is dangerous to life, or would facilitate escape 3 Property which can be used to damage or deface Department property. 4 Personal Property except clothing if principal is intextrated r unconscious Desk Off core shall without unuscessary delay turnish the prisoner with an itemized recent therefore. They shall en close prisoper's money or other valuables in a properly envel-pe and pr perly mark the name. When necessary to transfer property to another Desk Officer, the receiving officer shall sign the tag or container us to the accuracy of the list of property 796 All monies and valuables taken from a prisoner by Deak Officers shall be recorded in the

Property Taken from Prisoners' book

337 Deak Officers shall before convening of
court, cause all prisoners who are in proper physteal and montal condition for arraignment to be
arreaght before the Deak nod shall return all persoral property (accept such property as is danger
onto life or would facilitate energy), causing sach

prisoner to aign a receipt in "Property Takes from Prisoners" book or property envelope, and furnish to said prisoner an itemized list of property so returned. Property covelopes shall be retained by the Deek Officer after he has delivered the property

198 All property which is unlawfully carried, or which is required as ordence, shall he forwarded to the Coart at the same time as the prisoner. After a C art examination, any property still required as articance shall be del vered to the Property Castedan through official changels.

799 All preperty which is lawfully carried, but is dangerous to life or would for littate escape, shall he conveyed to Court by the arresting officer, or officer in charge of the prisoner, or prisoners. It shall be delivered to the prisoner if discharged or in the Property Costed an through official channels if the prisoner is bed In e ther case receipt will be taken and filed at the Precinct Station in receipt book All morey and valuables delivered into the custody of a member of the Department to be conveyed to Court or elsewhere, shall be stened for by such member in the receipt book. and such member shall obtain a receipt from the person into whose custody such property is delivered, which will be filed at the Precinct Station in receipt book

800 A member of the Department receiving preperty which has been found and de vered to blen shall give the ('nder a receipt with he asme, number and command and a description of the property He shall be in the fielders name and address and the location and diremnateness under

501 All property was could be a parenthous or other places by may member of the Properties other places by may member of the Properties must be forwarded to the Property Castrollan as well as property and the property will be sured for by the Property book of the Articles as eathy in his property book of the Articles as the property book of the Articles as eathy in his property book of the Articles as the property book of the Articles as the property of the property is property identified by the property in property identified and it is the property in property in

such owner's rocelpt taken therefor.

\$02. Members of the Department, whenever they find an abandoned whiche, or any domestic animal, or pet animal of apparent value, will immediately communicate with the officer in charge.

of the Desk at the Procinct Station for Instructions as to the dispos tion of the same. Where the

such vehicle or saima, shall be impounded. 803. All articles or property taken from a pris oner or otherwise obtained on auspecion of being the proceeds of crame, or which may be required as evidence in a case, shall be immediately marked talving such property in such manner as will enable him to identify it afterwards, and the in ventory of such property shall coutsin a descrip

804. When fowl, animals or perishable property come into the possession of members of the De-Bartbornt, respective Commanding Officers may return the same immediate v to the lawful owner. in which case they shan promptly deliver to the Property Custodian a receipted inventory In the event such property a evidence in a case a photograph of the same shall be taken before a final disposition is made. Such property shall, while in possess or of the Department, remain in the Preelnet Station or Bureau to which it was com-

veved, unless otherwise ordered

865 All motor vehicles abandoned in any street or public place shall be reported by Patrolmen or other members of the Department finding the same to the Officer of charge of the Desk of the Precinct in which such motor vehicles are abandoned, giv ing the makes, description, motor a much and Breese numbers thereof and such Desk officer will immediately notify the Detective and Radio Divisions However, members of the Detective Division when find ng such abundoned motor vehicles sha I report the same in like manner directly to the Commandity Officer to charge of the Detecfive Division. All such motor vehicles, unless they are claimed by the rightfu, owner within a reasonable time and after all articles contained therein to the garage designated for the storage of such cars. The same procedure shall apply when motor vehicles reported as stolen are recovered by any

member of the Department 896 Whenever a motor vehicle is in the immediate nossession of a person arrested and held on any charge not involving such motor vehicle as evidence, the officer in charge of the Desk at such Precinct Station or Bureau in which such person is held shall use all reasonable care for its safety. inventorying contents thereof, removing the ignition key, and, if same is of the closed body type, secure y locking all doors If such motor veh.c.e la not called for Ly a properly authorized person, within a reasonable time, such motor value e shall be removed to the garage designated for the stor-

nge of such cars. 807 Whenever the ownership of any property, including money, in possession of the Department is dispu ed by Iwo or more comp alpants, or in the event a defendant in court is charged with the acquiring if property unlawfully which is claimed by another, and such defendant is not convicted and also claims the property unless otherwise ordered by the Court, such property shall not be delivered to any of the claimants unless by mutant consent of both cisimants in writing. Any member delivering such property from the custody of the Department contrary to the provisions of this section, shall be responsible for any damage which may result from his act, besides suffering any penalty imposed for the violation of this Rule

808. All lost property coming into the possesslon of a member of the Department must be de livered to the Property Custodian through proper channels so that it may be advertised for the benefit of the owners. Any member of the Department who may receive information as to the where abouts of any property that may have been lost or stolen should report such information to his Commanding Officer or other Superior Officer as soon

809 If through oversight or other causes, personal property of prisoners is not delivered to them apon the r release on ball or otherwise, or transfer to Court or institution, said property shall be forwarded to the Property Custodian within twenty-four hours together with a report detailing

COLORERATION

818. Co-operation of the highest degree in conducting the business and affairs of the Department shall be required of members at all times. Failure on the part of members to promptly and fully cooperate and al. instances of evasion of responsibility, or delay of a necessary action, or the countenancing of animosity, rivalry or icalousy between members or units where such may interfere with the of iclency, or be subversive to the morale of any unit, will be deemed to be in vi. lat on of this

Rule and offending nombers charged accordingly 811 Members of the Department shall treat their Superior Officies with respect and, in their depreciate to mand their associates in the Departshall not under any deviantances, or in any maner whiteness appear of the period of the properties of the properties of the Department or to any person outside the Prepartment recrarding the orders and outside the Prepartment recrarding the orders

512 Members of the Department shall not enguse in political or resignous a brane onto the detriment of discipline, and will not speak slight linery of the notineality color race, or creed of any persor. De therations or discussions among accordance recursing other necessities of the Department of

813. Precinct Officers shall promptly report to Headquarters every case coming to their attention requiring the services of Detectives, but this shall in no way releve them of the responsibility for prompt attention to every such case in their respective Precincts.

814 Members of the Department, except as observine provided, shall communicate promptly to the Communicate promptly to the Communicate promptly to the Communicate profiled with the product he are transposed as the provided properties, complaints and infernation may come to their attention. Any members with bolding information of po ice value with a view to personal softweenest or for any other reason to personal softweenest or for any other reason.

815 Members shall not withhold knowledge of an Impeding crime but shall communicate such information to Headquarters, direct or through their respective Process Stations at once. This chall not be construed as meaning that members whall defer proper police action if such would tend to defeat the ends of undirect.

816 Members of the Department are required to discharge their duties with coolness and firm pass, and in time of extreme peril they shall act together and assist and protect each other in the restoration of peace and order Whoover shr'den from danger or responsibilty will be decimed guilty of covardice and gross neglect of duty, and unworthy of nymboral in in the Denarizates!

\$17. All geombers of the Department are equally repeated by the reached Division and the reached Division and the reached Division and the reached the

segetrulous trace contributes of every member of \$18.0 II i shall be the date of every member of the shall be the date of the state of the state of Pred Aid to the injured as raught in the Police Academy, in order that they may be prepared to spaly the same promptly and correctly in any emergency cases which may come to their atter

ASSISTANCE TO CITIZENS

\$19. Courtesy and civility toward the public are demanded of all members of the Department, and any cond ict to the contrary will not be tolerated Members, in their cond of and deportment shall be a let, cavil and orderly and, shall at all times, be attentive and zealous in the discharge of their the utmost patience and discretion. They must at all times refrain from using charge, violent, profane or inspent language, but when received. must act with fire ness and sufficient energy to perform their duties. They shall be respectful and courtsons to all persons seek'ne information. answering and assisting them as much as possible. Members should be q ck to belp the aged and taken ill and temporarily unable to cure for themselves. They should be watchful of young children at all times, but especially before and after school hours, kindly warning them of the danger of playing in the busy streets or dangerous places.

ing in the busy attracts or dangerous places.

\$20. Persons found on the streets or in public
places in an unconscious condition, or sick or in
fured, unless such be of a minor character, should
be immediately sent to the nearest housital: if

the case be an apparently serious one requiring frompt attention, the person beaution, the person bound be taken to the source are at a single partial and the person beaution to the source are also possible to the source and the source are also provided as the source parameter, execution, as any most provided as the source parameter, execution, as a source parameter, execution, as the source parameter, execution, as the source parameter, execution, as the source parameter, and the source parameter, and the source parameter are also provided as the source parameter and the source parameter are also provided as the source parameter and the source parameter are also provided as the source parameter and the source parameter are also provided as the source parameter and the source par

\$21. The Commanding Officer of the Precinct to which any sick or injured persons are found who have been taken to a hospital, shall cause every possible effort to be made to locate or allives or Irlands of such persons and notify them of the effectuations.

822 In cases of drowning, members should make every effort to effect a reverse. Word of the case should us sent to the Precient Sist on immediately so that the Emergency Division, an ambulance, or if one is not available, automobile, may be diparthed to the sense. Meanwhite Prart Aid between the control of the control of the waiting assistance. If a table such case, all also, he should be summoned to all such cases.

333 Insais or demented persons found on the streets should be taken into custody and sent to the Presente Station unless relative or friends capab e of properly caring for them are within easy reach. In private case, members shuld not interfers, unless physicial assistance is actually needed, and in any such case shall make report

to the Pyretice Brains

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thereafter, communicate the facts to their Prepared

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825 Whenever any member of the Department finds a cand who is destitute or homeless, or abandoned or dependent on the public for support, or who habitually begs or receives alms or in company of any vicious or disconstable persons. or suffering from the cruelty or deprayity of its parenty, or other persons in whose care it may be, such member shall report the facts to his Commanding Ofsicer, who, if the circumstances warrant will cause such child to be taxen into custody and delivered to the Parental School All auch cases coming to the attention of the Depart ment whether the child was immediately taken into custody or not shall be reported by the Cummanding Officer to the Children a Ald Society, and to the Clerk of the Juvenile Court. The word "child" is defined by the laws of the State of New Jersey as 'a girl or boy under sixteen years

UNIFORMS AND EQUIPMENT

\$25 Members of the Department shall wear such uniforms and losignia of rank and he provided with such equipment as the Chief of Police may from time to time prescribe.

827 Nembers of the Department shall provide at their owe serves and ministria, no a clean asservemble condition such articles of uniform gas ments as are preserved for their rank and for the duty to which they are assigned. No sufform will be were nount it has been interested by a will be write nout it has been interested by a cor approved, unless the material and workmanship conforms to the specifications prescribed by

The state of the state of the state of the beaution of the Department with shield, and effect, signal and key linder, say review, sammarden, and sea key linder, say review, sammarden, and sea key linder and the property of the Department of the State of

\$25. Members sintly wear, and not carry, the uniform cap. \$30. Members when in uniform shall wear black

ahons

831 Members of the Department assigned to patrol duty shall keep a suit of civilian clothing and hat, or can, at the Previnct Station

832 Members of the Department shall keep their in forms clean, well-branched and pressed, leakes and proceed, leakes and proceed and brackle, and their shoes we published Troutemen shab, he supported by suspenders, coats securely buttened and caps worm straights on the head No mixture of civilians of objects of the coats of the public coats of the coats

SS3. Members of the Department when in uniform shell wear the regulation shield on the outside of the obtermost moment over the off-breast of the obtermost moment over the off-breast shall wear the regulation shield of office on the inside of cell breast of cost, in such unmore as the observation of the observation of the observators shield of office in the observation of the left breast of onthe breast narmont is worn, otherwise, they will carry their abided in their otherwise, they will carry their abided in their

834. Members of the Department will not be permitted to wear on any outer part of their police uniform any hadge, button or insignia, except as preveribed in those R sies and Regulations without the approval of the Chief of Police

\$35. When the uniform overcost is worn ever the uniform blooms a member of the Department while on daty indoors, to public or in court, may remove the overcost otherwise not

The state of the s

837. The regulation revolver will be carried when on duty in the following manuar: For all

members in uniform, in holster attached to belt beneath blooms or overcoat when such are worn, for detectives and other members not in uniform in his pocket, or in holster attached to belt underteath coats. They shall keep such revolver eas and oiled, and shall carry it at all likes felly located with dependable annulyifly and shall

also carry at least ax extra carriages.

888 A member of the Department who neglects
to replace any pertion of his uniform that has
been condermed, within a reasonable time after
such condemnation, will be suspended from duty
with loss of pay, and subject to trial on charges of
neglect of duty

539 A. Jeigenaux. Sergeast or Patrollum on and Carly, Union Service directed, vill carry the day CHI, Union Service directed, vill carry to the rear hip profest of the trouver when men resulting in sure and is the correct pocket men training to the carry and is the correct pocket when the carry that the hip is result; and the carry that the carry that the hip is result; and the carry that the carr

\$40 Members of the uniformed rank when altending meet less of the Board of Public Safety. Trials conducted by the D rector of Public Safety. Trials conducted by the D rector of Public Safety. Crawless Seminored to the other of the Director crawless of the D rector of Public Safety. Patter Cram nalesers or Chief of Pulics shall was the full recur also and form unless otherwise directed by the aforement/ored Members of the directed by the aforement/ored Members of the safety of the D rector of the D rector of the D rector of the safety of the D rector of the D rector of the D rector of the safety of the D rector of the D rector of the D rector of the D rector of the safety of the D rector of t

841. Members in civillan dress appearing in Police, Traille Family, or Juvenile Courts on police exert, shall want their ableid compicuously on the fatt breast of their outermost garment.

842. Members shall purchase uniform cloth, caps, gloves, whistles, summer uniform shirts, recktles, and insignia as specified by the Director

\$43. Members in uniform shall wear on the left lapel of their uniform blonse or overcost, when such are worn, a bruss number designating the Precinct, or brass letters designating any other branch of the Department to which they are as signed, and, in addition shall wear affixed to each shoulder, the prescribed emblem designating the branch of the Department to which they are

ansigned 844 Members off duty (except on variation, under suspension, sick or injured) shall carry ahield whistle wants box key, billy and regula-

845 Members under suspension shall not wear

the regulation uniform 846. An article of uniform or equipment pre viously used by one member of the Department shall not be purchased and used by another member of the Department except with the permission of the Chief of Police

847 In the procuring of other articles of coninment such as, rubber coats, boots, service bars, builtons belong whistles white cloves handcuffs flash! ghts, etc. it shall be optional with members of the Department where such articles are purchased, provided that they comply with the re-

aufrements of the Department 848. Members of the Department shall at all times have with them a memorandum book in which they will enter such particulars in each case as may be important in a trial and in which they may be called apon to testify and also all alarms and other transactions information and matters of importance relative to the discharge of their official duties. They shall preserve their memorandum books for future reference, and shall produce them as may be required by orders or us evidence

CORRESPONDENCE

849 Any written communication containing matter relating to the official business of the Deportment or to a member thereof, shall be an efficial communication. It shall be promptly for warded to its addressed destination through proper channels, unless otherwise directed by com-

petent authority \$50. All communications and reports shall be made upon forms provided especially for that purpose, or, in cases for which no specific forms are provided, upon Precinct or Bureau letter stationery All such communications and reports 156

shall, when practicable he forwarded flat or loosely rolled, without crease or fold

851. Members of the Department when forwarding communications or reports requiring their signatures shall affix their names in full with pen and ink. The middle name shall be renresented by the initial A communication shall be written with pen and ink or typed, and as far as practicable shall deal with only one subject Coremunications from Superior Officers shall be typewritten whenever practicable

852. When reference is made in the body of a communication to a member of the Department. sis rank or title, his first name to full, middle initials, surname, and command to which sasigned. shall be given

853 All official communications sent out by the Department unless otherwise ordered will be signed by the Chief of Police or by an official duly authorized to sign the name of the Chief of Police Whenever a properly authorized official signs the name of the Chief I Police to an official com munication he shall also affix his initia a immediately below such signature. The sending of of ficial circulars of any description to other cities. departments or 'net'lections must have the auproval of the Commanding Officer of the Detective Division

\$54 All typewritten outgoing official communications shall bear, in the lower left hand corner, the full inttia s of the person dictating and the sterographer typing such communications

\$55 Rubber stamps shall under no circumelances be used to sign official communications, except that the stamp of the signature of the Police Commissioner or the Chief of Police may be used by their nides or stenographers on copies of

\$56. All communications or official papers recelved and required to be kept in any branch of the Department sha,, be carefully preserved. filed and indexed Copies shall be made of all official

communications sent from the Department 857 Communications forwarded to Precincts or Bureaus for setlen and report from the offices of the Police Commissioner, Chief of Police, Deputy Chie's or Inspectors shall be returned to Head quarters within a period of five days from date of receipt thereof (except where it is manifestly empracticable to do so) together with a report of 157

any action that may have been taken by members of such Precincts or Bureaus relative thereto

distribution of profession reactive distributions and grammatical errors and innergrates, a pames and addresses in communications and reports shall be carefully avoided. All Superior Officers signing communications and reports containing such errors shall be

held teamoustic for the same \$50.000 of the same state of the same same state of the same state of the

550 In a communication or order, when a memher is me classed by name his grade or rank shall precede the name. The Frechet, Bureau, or unit

shall follow the name.

861 Members of every rank shall always sign their full name, rank, number and Precinct. Division or Unit when attaching their signature to reports, emplairs or offirld decuments of any kind. The signature is full of members of the Department must be written legibly, and followed on the line below by their rank and newber

882. All communications of any nature whatnesser mail pass through the of fee of the stermediate Commund any Officer except where specially provided etherwise. In case of pressing successity it which there is not sufficient time for regular communications, the necessity must be stated and copies forwarded through the regular

channels

index cards.

channels Members of the Department are authorized to communicate with the Uncert of The is Sate consumerate, any matter and declose to him any information obtained while on active duty or otherwise. Nothing contained in the Ruise and Carlotte of the Sate of the Carlotte of the Carlotte

any such communication steept orders, circulars and stated reports and returns, shall be filed in the order of their numbers, if withdrawn phall be left in their place, indicating when and by whom withdrawn, if withdrawn permanently this fact and expination is to be noted on the

365. Members of the Department are forbidden to answer communications from outside the Department with reference to the working of this Department, arrests made records of criminals, missing persons or property, applications for asristance, etc. All such communications shall be referred to their Communications shall be

DEPARTMENTAL RECORDS

sed. The removitive Comensation Officers of Precisions and the designated beard of Physicians or other units of the Department abu, for responsible records, reports, decreased and the persistence of the Company of the Company of the Company of the Physician of the work of the Department. Extrem the persist per the Company of the Compa

same in lok.

\$77. The official biotter of a command shall contain a chronological record of the movements of the Department sangend to the command, and a record of all police business affecting the command or any member thereof, and shall also contain such other entries as me be required by the Russ Regulations or official

868. Repetition will be avoided When a matter to covered in detail to one record, and it is necessary that notice concerning it should appear in

the blotter, reference only to the reinisd record shall be mide in the blotter \$53. No person shall have access to Department records except Commanding Officers and members of the Department in charge thereof, or at work thereon or other properly authorized persons. No Members of the Denartment shall sive or make a

transcript from Department records, nor permit any such record to be removed from any Depart ment build ng or office succept by competent authority, or under due process of law 870. It shall be deemed a serious violation of

870. It shall be decimed a serious violation of the rules to permit a blank space or line in a Department record. It is especially important that no blank lines be left in the desk blotter. 571. Members and employer of the Dipartment are positively chorden to drink any R and oils are positively chorden to drink any R and oils and the second of the second of

ble physic an \$73. Members off duty are forbidden to use intoxicating liquor to an extent unfitting them for actual duty, as they are subject to call, all any time their services may be needed any and any time and their services may be needed and the services of the madeline. On the services may be needed and the services between the services may be needed and the services of the bers, therefore, whall bears from their physician the nature of any medicine prescribed for them.

the nature of any meaning pend before a Degardment Surgeon for immediate examination any subordinate member reporting for daty or found on daty, in an unit condition, if such condition is

believed to be due to the use of intoxicania. 875 Members of the Department in a state of drunkcuness on duty or publicly in such a state when off duty after being examined and so declared by a Department Surgoon, shull be slated, ledged in a cell, and arraigned in the usual manner.

THE PLAG

\$75. The Flag of the United States shall be displayed on Police Headquarters and all Preclort Stations from annite to sawast every day throughout the year weather permitting it should be hotated brightly but lowered slowly.

SIT When the Fing is displayed from a staff projecting horizontally, or at an angle from the window al., batcony, or front of building, the union of the Fing should go clear to the peak of the staff, unless the Fing is at halfataff.

the staff, unless the Figg is a parameter.

275. When flows at halfstaff, the Figg should
be hoisted to the peak for an instant and then
lowered to the halfstaff position, but hefore lowering the Fing for the day it should be first raised
again to the peak. By halfstaff is meant hauling

down the Flag to enchalf the distance between the top and the bottom of the staff On Memorial Day, May 30th, the First is displayed at halfstaff from sources until noon and at fullstaff from noon

S79. When used to cover a casket, the Flag should be pieced so that the Union is at the head and over the left shoulder The Flag should not be lowered ... to the grave or allowed to touch the ground The Flag-draped casket should be carried

ioot first.

530. When the Flag is displayed in a mauner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the Union should be uppermost to the

observer's left
SS1. The Fing shall be placed at halfstaff on
Police Headquarters and all Precinct Stations as

Police Hendquarters and all Precinct Stations as follows

(a) On the death of a Lieutenant, Sorgeant

claims the desire of a Lebistetic, subgishers were many the property of the pr

(a) On the dead of a member of the Department of the Department of the dead of a member of the Department of the dead of the detailed the dead of the

MILITARY COURTESY

882 Strict observance of the proprieties of military courtesy applicable to the Department will be required of all members, and they shall thoroughly familiarize themselves with and be governed by

the instructions here given.

883. The regulation salutes of the Department shall be the same as "Hand Salute" and "Present Saber," prescribed in Training Regulations for the

United States Army, the baton and nightstick being substituted for saber, and the term "Present Saber" changed to "Baton Salute"

884. The regulation salates may be tendered or returned by members of the Department is uni-

ASS. The Regulation milities shall not be tendered to, or returned by the results of the Department in civ lian dress, but cer purpose of these rules, members wearing office cost with activity of with abdid and insignia of rank affixed, shall be considered in uniform.

886. The Regulation salutes shall be tendered and returned while walking or standing at Atten tion, although a Superior Officer scated may return the solute of a subordinate without rising, and a subord, into scated, performing a necessary task, need not salute a Superior Officer passing or in any way acknowledge bis presence unless addressed by such Superior Officer, and in the transaction of Departmental business between Superior Officers and subordinates sexted at work it is not necessary that the latter rise A mounted member need not dismount to salite a Superior Officer mounted or afnot but shou d dismount and tender addressed by a Sonerlor Officer afoot, unless other, wise directed by such Superior Officer For the purpose of this Rule, chauffeurs and motorcycle officers, and occupants of motor patrol cars will

857 Except at ceremonics, salutes should not be tendered at distances greater than twenty paces, and for the purpose of these Rules the correct saluting distance shall be six paces, unless it is obvious that the person to be saluted will not approach or pass at that distance.

855 Saures shall not be tendered by members

SS Salbates between members of the Department of Special Conference of could rank of the Department of Special Conference of could rank shall saulte first. Saltest when tendered shound be held ustill the person salted returns or acknowledges such associated when the Department of t

once tendered need not be repeated when the per-

and saudied reliables in the vicinity of or rainread with a book, paper, prend or rotter cheet, except batton, or mightatick in the right is not Any object batton, or mightatick in the right is not Any object should be transferred even places or nitsets the should be transferred even places or nitsets the should be transferred or returned, in such that the same of the same and the same of the same o

Sil Members to uniform should not tip their beaddress to any person, but offer or acknowledge greeting, in those cause where it is customary to tip the hat in civilian attire, by a slight forward inclination of the head and appropriate oral activation. Sign Members of the Department shall tender \$32. Members of the Department shall tender

regulation exlutes to the following individuals, promptly upon recognition.

Dignitaries of State,

The President and Vice-President of the United States. Members of the President's Cabinet. Membors of the Senate of the United States. The President, Premier, or Ruler of any for-

The Governor of the State of New Jersey The Governor of any State in the Union on an official yield

893 Dignitaries of Church.

Clergy of all faithe and denominations of and above the office of Bishop.

894. Officials:
The Director of Public Safety of the City of Newark.

Membarn of the Board of Commissioners of the City of Newaria The Police Commissioner The Board of Public Switcy as a body, Clergy The Chaplains of the Department, Members of the Department (when in unj.

form) The Chief, Deputy Chiefs, Inspectors, Captain Lieutenants and Sergeants (Sergeant-Stenographer)

38. Regulation saiutes shall be tendered when about to come into or withdraw from the presence of, or on the appreach of, or when about to addream, or upon being addreamed by a person or body entitled to such salters, during the paring of the Nationa. Anthem at the approach of and during the passing of the National Cours, at the passing of the remains of a Dentiary of State or Cherch, of the Department of the Department, Member of casket of any person, and when it makes the casket of any person, and when it makes the casket of any person, and when it makes the pro-

836. Whenever the National Colors shall be halted within six paces of any member or body of members, regulation saintes shall be terminated, and those members uncovered shall cover, after a lugge of for according

87 Members in uniform whom entering the office of the Director of Public Safety, the office of any member of the Board of Commissioners of the City of Newark, the office of the Public Commis-Safety during session of the Board of Public Members of the Board of Public Members in uniform when entering court, church, the chambers of the Orand Jury, the presence of the Board of the Commission of the Commission of the bedder (seeppen) at the second of a crime), if con-

ered shall uncover \$92. Members of the Department in uniform when meeting or passing a Superior Officer in uniform shall tander the prescribed salute, unless impracticable to do so. Any salute tendered by such subordinate shall be acknowledged by the

Superior Officer

599. Members of the Department when entering
the presence of a Superior Officer or mpon being
addressed by h m shall assume the position of attestion and remain in that position until orders,
instructions, or conversation is completed unless

other directed by such Superior Officer of the control of the cont

901. Members of the Department lining parade routes, or at fires or on other occasions when a large number of policemen are assembled for a specific purpose, will not salute Superior Officers unless they address or are addressed by such Superior Officers. When in ranks or formation, members of the Department will not salute, unless dibers of the Department will not salute, unless directed to do so by the member is immediate

SALUTES

902. Salutes shall be used by members of the Department is sulform and shall be used with the band, or with the baton (nightstick), and in the following manner HAND SALUTE

Raise the right hand smartly until the thy of the forefinger touches the lower part of the headdress or forehead above the right sye, thamb and flagers extended and joined, must to the left, forearm inclined an doubted, for the left, forearm inclined at about 45 degree, he is and wrist straight, at the same from the land wrist straight, at the same the salite is actuarized drop the arm smartly to the side.

BATON (NIGHTSTICK) SALUTE

Grasp the handle of the baton (nightstick) firmly in right hand, thumb extended along baton (nights(ick) raise baton so that hand will be at he ght of chin, back of hand to the front, baton at an angle of about 30 degrees. 902. Whenever the Director of Public Safety, the Police Commissioner, any member of the Board of Commissioners of the City of Newark, any mem ber of the Board of Public Safety, Chaplain of the Department, a dignitary of Church or State, or Superior Officer above the rank of Captain shall enter ary room in which there are members of the Department (except in a trial room, or court room, or when engaged in the performance of police duties which make it impracticable), the first member to become aware of the presence of such person shall promptly cal, "ATTENTION" and all such members present shall promptly assume the position of attention, and so remain until such perron leaves the room, or until otherwise ordered or

directed by such person. SALUTE TO THE NATIONAL ANTHEM

204 Salutes to the National Anthem shall be tendered by members of the Department as follows:

NOT IN FORMATION:
IN Uniform, WITH THE HAND SALUTE.
COVERED OF Man.
SOVERED, WILHOUT

. . .

baton.

In uniform, with	WITH THE BATON BALUTI
In civilian clothes, covered	UNCOVER WITH THE RIGHT HAND AND HOLD THE HEAD DRIVES OFFOSTER THE LEB SHO LPRE IN INCLEMEN WEATHER THE HEAD DEFES MAY BE HEL CLICATILY RAISED FROTTHE HEAD.
In civilian clothes, uncovered.	STAND AT ATTENTION, IN
IN FORMATION:	
Without batens.	THE COMMAND SHALL B BROUGHT TO ATTENTION AND THE COMMANDING OF FICERS AND SCILL OTHE DEFFICES AND PATROL MEN AS AMENOT IN RANKE SHALL GIVE THE HAN SALTE
With batons.	THE COMMAND SHALL BEROUGHT TO "BATO SAL'TE AND THE COMMANDING OFFICER SHALL HIMSELF GIVE THE

\$65. Members of the Department saluting the "National Anthem" shall, except when in ranks, face the music, the salute shall be rendered at the first note of the Anthem and continued until the last note has been played.

SALUTE TO NATIONAL COLORS 366. Unless performing police duty requiring

immediate attention, members of the Department shall sables the uncased National Coor as it passes on all public occasions, ceremonies or parades, or when it is carried into any building, room or other place where they are present, including innersia where the cashed or calmon draped with the Flag of the United States, as follows:

follows

A ME THE PROPERTY OF MANY THE SHAREST PROPERTY OF THE PARTY OF THE PAR

NOT IN FORMATION: In ordered or uncovered or uncovered without

in uniform, with WITH THE BATON SALUTE. baton
In civilian ciothes, BY UNCOVERING WITH THE

BY UNCOVERING WITH THE TROOT, or when the hand of the Commander is TRIGHT HAND AND HOUSING OPPO- lowered from the hand salute, the Department SITE THE LEFT SHOULDER. Colors are again raised to the position of "Carty."

IN FORMATION, AT A HALT,

In motion

THE COMMAND STALL BE BROUGHT TO ATTENTION AND AND THE COMMAND OF THE AND THE COMMENT OFFICE AND PATRICIALEN AS ARE NOT IN BANKS SHALL GIVE THE HAND SALUTE.

With batons THE COMMAND STATE, HE BROKGHT TO BATON SALUTE AND THE COMMAND-ING OFFICER SHALL UND

BEGGHT TO BATON SA-LUTE AND THE COMMAND-HELD BYE THE HALL HEM-LUTE POLLOWING WHICH HE SHALL GIVE THE COM-MAND "CARRY BATONS" THE COMMAND SHALL EX-FALL' FYEE SHOPT FOR LEFT HEO COM MAN D. AND THE COMMANDING OF

ARE SOT CARRIED POLLOWING WHICH THE COMLOWING WHICH THE COMLOWING WHICH THE COMLOWING WHICH THE COMPROVE THE COMPR

the froot, and when at a distance of six paces prescribed salttes shall be rendered. 303 When passing a reviewing officer the Department Color is dipped six paces before reaching the officer and raised to "Carry" when six

paces beyond.

210. Whosever the smitte is rensisted by the
miliformed ranks with the National and Dayartment Colors present, the Department Color Beartrenders a smitts by dropping the staff forward the
length of the arm (staff about 46 degrees) without

YUNERAL ESCORTS

313. Upon the death of a number of the Department, active or retired, it shall be the duty of assol deceased member's Commanding Officer to ascertain whether or not an eccord for the fonereal, the Department Band is descred by the family or next of kin of the decreased, and promptly to so notify the Chief of Police through the proper channels that the prescribed by the Chief of Police.

AMENDMENTS TO RULES AND REGULATIONS 914. The Rules and Regulations of the Depart-

ment may be amended, revoked, or suspended, in whole or in part, or additional ones may be made from time to time, as the circumstances, or the good of the services may require, by the Director of Public Safety

915 When notice of any amendment, altera-

915 When notice of any amendment, alteration or new Rule and Regulation is given to the members of the Department, they shall promptly make the necessary correction and insert such change in their Manual

CIVILIAN EMPLOYEES

916. The Rules and Regulations of the Department shall be applicable to all civilian employees when such rules are not inconsistent with their specific duties.

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MEMORANDUM

MANUAL OF RULES AND REGULATIONS

OF THE

POLICE DIVISION DEPARTMENT OF PUBLIC SAFETY



OF THE

CITY OF NEWARK NEW JERSEY

Adopted May 1 1948 by JOHN B. KEENAN DIRECTOR OF PUBLIC SAFETY This book is the property of the Police Division, Department of Poblic Safety of

Division, Department or roose Sately of the City of Newark, New Jersey When a member severs his connection with the department, this book must be returned to the Clerk, at Department Hepoquarters, through department chan-

Leederan Book Number

Badge Number and Rank

JOHN B. KEENAN Director of Public Safety

their more

INTRODUCTION FOR MANUAL OF RULES AND REALL LYDONS AND FOR MANUAL OF PROCEDURE

The Manuals of Rules and Regulating and Lice there is the Hole of the Hole of

All members of the Division are strictly bound by them, regardless of the unit to which they may be assigned. It therefore becomes the provide to carefully at all and assimilate all the requirements, as as to be familiar with them and

The first rudiment of good police duty is to obey and act properly. The rules, regulations and procedure are promulgated for the purpose of laying the basis for proper obedience, guidance and ner-

Ignorance of or maunderstanding of any of the provisions of the Manuals, will not be accepted as an excuse, in the event neglect charges, emaning from failure to observe the rules, regulations, or pro-

While the rules, regulations, and procedure are laid down under separate titics, emphasis must be placed upon the fact, that failure to observe the precepts of the Manual of Procedure may result m departmental charges, as well as any infraction of the Rules and Regulations. The rules, regulations, and procedure are compiled in accordance with the law for the information, gui lance and goverr ment of all incurbers of the Police Division Department of Public Safety of

vision Denartment of Public Safety of the City of Newark New Jerson All rules reg lations, procedure and orders, previously issued, contrary to those embodied in the Manuals are here

oy revoked.

For the good of the service, the right serverved, in secondance with the statute revoked to amend or revoke any of the tiles, regulations or procedure, or add

thereto, as cursumstances may require. The rules regulations, and procedure are set down as a guide for the replicaare set down as a guide for the replicability of the replication of the regulation of the remarket to cover all attacking, members made to cover all attacking, members made to cover all attacking, members are not arbitrarily entired in the Manlay the replication of the results of the re

Faithful performance of duty, and exemplary conduct, alone will be the guiding factor, in determining consideration of the ment and efficiency of the Members of the Division, for future recogni-

JOHN B. KEENAN

Director

1 Department of Public Safety
ata Signal 30 - 19 + 8

ADMINISTRATION.

- 1A The relative rank of members of the Department shall be as herein des-
 - 1 Police Commissioner 2 Ch.ef 3 Deputy Chief
 - 4 Inspector
 - 7 Sergeont, Sergeant Stenogra-
- 8. Patrolman 8. Policewoman

2A Command shall be exercised by virtue of rank, and in cases of equal rank is length of service in such rank, and where equal, by length of service in the next president.

3A During the temporary absence of a Commanding Officer, when no other provider is made by compact a thority the command automatically devolves upon the subordinate present next in

rans, or erworty it of equal rank.

4. Newhers of the 1s parties of who parties of the parties o

poli e bas ness demands.

5A. Superior Officers are strictly enjoined to require from their subordinates.

ience at all times

6A. Upon all occasions when a body of members of the Department is assembled, the rawang officer present shall take command, and will, be hed repirtuche for the official acton and conduct of those press than for the good conduction of exerciting extracted in ma charge. He shall be droublar with all, that concerns the command and he shall case.

TA. When two or more Patrolman are sent upon any special duty and no ranking officer accompanies them, the patrolman senior in points of service will have

RULES OF DISCIPLINE

Sh. Any officer or member of the Police Department shall be subject to reprimand, loss of pay suspension from disty, reduction in rank or diseasant, according to the nature and segmentation of his officer of any of the 60,000 fig. cause or violat one of any rath expulsations or violat one of any rath expulsations or

- 1 Absence from duty without leave 2 Soliciting or accepting a bribe
- escape arrest.

 4. Any act or omission contrary to
- good order and d.sc.p.ine.

 5. Assaulting a citizen or fellow mem-
- Being under the influence of an alcoholic liquor, narcotic drug, or other stupefying or intoxicating
 - agent 7 Conduct contrary to good order and
- discipline.
 8 Conduct reflecting unfavorably on

- the courage and resourcefulness of the me is ship of the Dipartment. 9 Proceedings or unfavorably for a relating or the official asthors of a superior efficier, or the
- Department

 10. Drinking any intoxicating liquor while on duty or in un form.

 11. Patering any building while on
- duty and in uniform, except on actual police duty

 12. Feigning illness, injury, or inca-
- pacity to perform required duty 13 Immerality indecency, or lewd-
- 14 Mental or physical incapacity to perform required duty
 15 Habitual use of indecent, profune,
 - harsh or uncivil language.

 16. Insubordination or disrespect to a
- 17 Leaving post or assignment without just cause 18 Leaving residence while on sick leave without permission of a De
 - partment Surgeon.

 19 Making any false statement in application for appointment to the
 - 20. Not properly pairolling post 21. Neglecting or refusing to pay just
 - debts
 22 %, a cut of duty
 23 Revealing to any person, not a
 member of the D pertanent, any
 proposed power action or movenents, or the provisions of any of6c at order, without permission
 - from the Chief of Police.
 24. Sleeping while on duty
 25. Uncleanliness in person or dress.

- 26. Falsifying any official report 27. Violation of any criminal law 28. Withil disobedience of orders 29. Withil malifestment of a Drisoner
- or any other person.

 Any violation or offence not properly chargoable under other Rules of Discipling shall be charged under Rule 22
 - GENERAL RELES AND

REGULATIONS

1 The Police Service day shall constst of twenty-four hours, computed from 8 A M to 8 A M the day follow-

ing I shall be the day of each member the Disposary I modified (vi) an employee to the Trought (ev) an employee to the Trought (ev) an employee to the Trought (ev) and Reg. actions of the Department for all the Company of the Trought (ev) and the Trought (ev) a

her in the properties of the Logarithment shall at the benefits of the City, results of the City, results of the City, results of the City, results of the Low project in an arrest violators of the law project in and property and enforce the Lows of the State of New Jersey, and 4. Members of the Department shall conform to and shube by the Rules and Regulations of the Department, observe the City of Newski, and the City of Newski.

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to ack moved drifty.

In a contraction of the contr

T Members of the Department shall prove the Department shall prove the Department of Department of the Department of D

As the best of the Department shall be held very manifeld for the date as as I may be a few and part to the Relea and Regulat on a depth of the Department, and it will not be a few as the part to the Relea and Regulat on a depth of the Department, and it will not be a few as the department, and it will not be a few and Regulations or for anything that they may do contrary to the after and Regulations or for anything that they only to do that they for the department of the dep

himsel, the respondability of bishing of perect and posts to orders

9 Members of the Department shall at itimes, conduct themselves in a quest, even, and orders with manner refrant from the control of the conduct themselves are appropriately and respondent to the period of provocation, be gentlemanly and respectful to Superior Officers members result al rank and other conductions.

lone to practices or any other present successive present and the successive present of the Dispatrices of the State of the

fars acid on forms provided to the Versian state. It were not the Department state. It were not the Department state of the Versian sta

part it to anyone, except those for whom it is intended or as deviced by their Commanding (in ear or ander process of line an, they shall not inside known to line an, they shall not inside known to the Department any special order Abidh key may receive bulls are quite dby the nature of the order. Members may invest the process upon actab admig term , among three press upon actab admig term , among three press upon the process of the proc

as a Momentum of the Department shall be not directly, or "underect be concerned in raising any compromise or strengement persons who have authent from their acts, with Le very to persons who have authentic the cate with Le very to persons who have authentic the cate with Le very to persons who have a provided by law, any member of the Police Department having knowledge of the very ted or in to be part the review of the lower Department a d failing to report same introductably to the Communications.

olst of the rule

14 Members of the Department shall
not soled, segged, or recommend to any
person; the employment or name of any
person, attorney, counsel, or bondsman
with the view to his defense at any timeperson are noted for crime, or release a
prisoner from outsidy, except as provided

by 'tw 15 Members of the Department shall not allow themselves to be photographed for publication without permission of the

28. Members of the Department shall

not interfere in civil cases except to pre-

GREATERANCE action, y commenced

12 Members of the Department shall
not be a contract of any fire, or markety
compare (Minaton with a youker organize
zation or body the constitution of which
or braces provisions which may many
way exist prior commerciation and prewritth proper and efficient furctioning

18 Members of the Department are profess by profit or department or department

Band to party.

18 No members of the Department
18 No members of the Department
for any assault upor immed without
for any along Officer to the Child of
Power and obliving for his promise
soon to apply for asich warrant. In no
seem tird to for asich warrant
20 Members of the Department shall
not use in any form, etclier tobacco or
to use in any form.

20 Members of the Department shall not use in any form, either tobacco or chewing gum, or like substance, at any time whise on duty and in inform Members in uniform on duty or the street will be permitted to smoke during the period between midnight and 6 A. M. but must exercise discretion if there be unusual ac-

21 No gime of chance for stakes or wagers shall be payed in any Precinct Station or other Department building Games of amasoment may be played only in such parts of Department buildings as may be designated by the Commending Officer hay in charge of such is sliking

22 Members of the Depart sent when called to a Department telephone shall promptly respond by draf giving the name of the Command to which he as agreed, his rank or tite, and surmine and the member calling shall then promptly identify humself in the manner except technine operators and ranho dispatch-

ers who shall give their number

23. The roster or any portion thereof,
of members of the Department shall not
be given to any markands, firm or corportation by any member of the Department, unless permission is obtained from
the Dunger of Public Refety through

the Chr (of Poles).

2.4 Allembers of the Department are all allembers of the Department are time where any physician reports where a present appear and a result of the central time where any physician reports are present appears of a possible rain, also related to the report of a possible rain, also related to the report of a possible rain, also related to the report of a possible rain, also related to expensive and the related to the report of the related to the re

men the names of physicians.
25 Members of the Department shall

Up- a pulse street.

26 Members of the Department shad not disk r addresses at p b c gathering are all the consistency of the hepartment, in a shall take, under any circumstance, mules statements for publication of the above the consistency of the administration o

Ch of of Folice.

27 Members of the Department are prohibited from making or causing to be made any dupleate of signal box keys without the sobroval of the Chief of Formation.

less 28 Members of the Department who may have a me in direct contact with a first size of the size of a critiquois deces, or who have been expected to contagoos, shill at one or off that Comman dange Officer whom it promptly inform the Department 8 recent or one of his assistant at times of the fifther on firms provided in the contact of the contac

23 Members of the Department shall promptly pay all just debts and legal h abilities incurred by them, and shall not beyond the money securities or property from any other member of the Department shall become an accommodatine, enforces on any such member No member of the Department shall become an accommodatine, enforces on any note or paper whereby any wember on any note or paper whereby any wember may obligate himself and the property of t

30. Members of the Department shall

not knowingly enter any house suspected or reported as being of ill repute, except in the performance of duty and if required to enter such place shall report the fact to their Commanding Officer as

soon as practicable

31 Members of the Department shall
be responsible for the good care of Department properly whether fixed or
movable, ase go do the r do or keeping, and promptly report to their Commanding Officer, the loss of, damage to,

orty, 33 Members of the Department shall respect the confilement of primors who seek the a do and the confilement of primors who seek the a do and the confidence of the confi

by the event gating officer

33. M mbers of the Department shall promptly submit b is for expenses recessarily incurred in connection with their official data to their suspective Commanding Officers under whose immediate direction that expenses were incurred Bulls shall be signed by the Commanding Officer certifying that the member submitting the bull has incurred same under

his Command
34 Sleeping, idling, or loading while
on duty is prohibited, and any member
guilty of such misconduct will be subject
to charges of neglect of duty
25. When any member is called to, or

happens upon a scene of a crime, he shall

investigate at once and note all portionpers and shoult he manus and adverses at the said are will it among the profit she to the said and the said and the said and post and the said and the said and post and the said and the said and post and the said and the said and and the said and the said and the said said th

other stacks

36 Members of the Department at the
scene of a serious crime, fire, or example,
or special detail when in civilian attire,
shall place their shield on their outerword garment. This rule shall not apply
to members of the Delective Divergery.

Precinct Plainelothesmen when investigut mg a crunc 27 When an officer above the rank of Lileutenant enters the room in which there are subordinate members of the Department they shall assume and mainSoneror leaves the room or until other-

Wise ordered 38 Members of the Department prior to this ting themselves on vacation, or extended have of absence periods, shall leave with their Commanding Officer their

29 Bin bars of the Department are prombited from using business cards of any description unless approval is first obtained from the Chief of Police

obtained from the Chief of Pd ce 40 Names ber of the Department shall leave the City on police business, except by permission of his Commanding Officer

41 To summon assistance, use the regulation whistle. The siarm signal shall consist of three long blasts, continued

until essistance arrives 42. When subporned or summoned as a witness for the defense in any court schon he will immediately notity his Commanding Officer in writing who in turn shall notify the Chief of Police, and no member shall be a witness in such espacity without service of a proper

CHIEF OF POLICE

43 The Chief of Police shall be the executive officer of the Department, subject to the orders of the Director of Fubble Sizes, and the Police Commissioner He shall be responsible for the selforment that the properties of the properties of the properties of the properties of the Police Popertment; the enforcement of the Ruses and Required to the Director of Public Safety and orders of the Director of Public Safety and afficiency of the Police Force, the six-officer of the Police Force, t

pervise on of police work and conditions throughout the CAV and shall exercise \$2.0 \times 1.0 \tim

DEPUTY CHIEFS OF POLICE

44 Departs Chrest of Police shall be obtained with mile presponded for the obtained with mile presponded for the obtained with mile presponded for the obtained with mile properties. The obtained for the obtaine

INSPECTORS OF POLICE

45 Inspectors of Po. 4e shall nave uppervision of such division of the Department as may be assigned to each by the Director of Public Safety through the Cheef of Police They shall be under the direct supervision of the Chief of Police In the absence of the Chief of Police and Deputy Chefa. an Impector designated by the Chef of Police shall temporary performs all the duties and have all the properties of the Chef of Police. They shall be held strictly responsible for the proper performance of shall be the strictly responsible for the proper performance of the police properties of the proper performance of the properties of the p

PRECINCY CAPTAINS

46. Each Precinct will be in charge of a Captain who shall be authorized to post the members under his compand in such parts of his precinct in conformity with precinct in conformity with the precinct in conformity with

expedituse commanding Presents are specially charged with the enforcement of all sawn and order a wes gowing, their respective Presents, and works, their respective Presents, and works, their respective Presents, and works, their latten of a distance of the same state of the same s

EACH PRECINCY CAPTAIN

47 Shall frequently test the knowledge of Sergeants and Patrolmen assigned to his command as to the conditions of their posts or districts, persons residing or doing business thereon and the nature of

Business being transactor, command or a Fr. Not. From seminary. Business and the seminary command or a Fr. Not. From seminary for the sidge attached thresto, noting at constant the seminary for the sidge attached thresto, noting at constant that the seminary for the seminary fo

Of Brail to bell associated for the Children of Childr

pose

50. Shall make thorough investigation into the cause of injury or death of any prisoner brought into or confined at his

Precinct Station and submit detailed report of the same to his Commanding Of-

of Shall cause requisite information in the case of each person detained at his Precinct Station to be entered. In the Arest Eook and Arrest Cards, also cause complete record of all Complaints and Causalites to be entered in boost and on sible for the prompt forwarding of all sible for the prompt forwarding of all such forms to the Sureau of Crimal Such forms to the Sureau of Crimal

obstances on the records of the control of the cont

Property Custodian, suitably marked for identification by the finding or arresting differential lost of stolen property coming into he possession, and obtain the recognition of the Property Custodist; therefore the property Custodist; the property Custodist; the property Custodist, and the property Custodis

records, unless otherwise disposed of, also keep accurate record of overtures duty performed by members of his commund.

55. Shall at least once each west examine the tape and signal sheet and acc that same a correct

58. Shall read or cause to be read to the members of his command all official erders the de seers of the Director of Pable S.Fet, and the Pour of Public Saces, them of congress against mobile between the command, and such perform of the Research and seek perform from two to time, deem necessary of Saul sign all order published to

of publication
58 Shall cause Desk Lieutenants to
8gt a. orders published to or affecting
a normer or residers of his command

an Shall where said, notice may be deemed about a few semilors of his command to view orders are read to age an act or edge of the read continued to the continued of the read at three successing of the read at the read of the

channels to proper destination

61 Shall at every public election detail one e more pair, men to cach polling
lier as his Freenit to & force the law presers the peace, and protect the balries of the property of the peace of the peace, and protection at these records and other decisions are the peace and protect the balries of the peace and protect the peace of free entry directly such elections. The one free entry directly such elections are the said to that she patronem are on duty and to

assure go d order
62 Stall be on duty to his Presenct
Station at all times during the day, ancess necessarily called away or excused,
and before leaving and immediator re-

or cause to be made a record thereof, and when such absence may be prolonged, report the fact to his Superior Officer, or, in the absence of his Superior Officer to the officer in charge at Pokee Headquar-

63. Shall before leaving the City, notify and obtain permission of his immediate Superior Officer whenever the duration of such absence shall be more

than twenty-four notine impact or cause of the fact of the fact condition, appearance, and the equipment of the members of his command, requiring them to be need and cean in their dress, person and habits, and at trod and caupled in a coordance with the Rules and Regulations of the determing any fact of an expension of the second property of

66 Shall tour his Preemet at least twice each week during the day in uniform and at night in evil an dress and report in writing the condition of the same to his Con panding Officer

68 bhalt certify to the correctness of all bals for work done at his Precenct Station, keep accurate accounts of all supplies ordered and delivered at his Precenct Station which do not pass directly through the office of the Chief Clerk sech us fact, forage etc

87 Shall or same to be reported to the Commanding Officer of the Delective Division all cases arising in his Precinct which require the service of detectives which require the service of detectives

immediately on receiving notice of same 68. Shall at least once a week, inspect his Precinct Station and all Department property under his charge, incl.ding dormitory, cells, garage stables, 5 c - 1 1, ro - div report, in writing, to

require atte then.
69 Shall be responsible for all mechanical or electrical equipment and report to the proper command for its re-

70. Shall daily forward to the Officer in Command of the Precincts the follow-

ing reports;

a) Names of members about from
duty and cause of absence if known

(b) Number of n embers present at each and every ro., call (c) Changes of residence of mem-

bers.
(d) Number of prisoners arrested by members of 1.8 command, during

by members of 3.s command, during the 2t b are ending at 8 00 A M, (e) Such additional reports as are required by Departments, orders

TI Shall each oly at far opening of Police Court, cases such pressures as me as he existed and availing that to brought be such court, together with all articles of evidence properly, marked for identification, and cause the arresting officer to be present thereat when required

72 Shall cause to be kept a receipt book in which shall be entered a record of all money or property four on prisoners, and if turned back obtain a receipt therefore.

therefor

73 Shell have power to deta. I to special
work, in uniform or civihan diothes,
whenever excendes of the service regure, an adequate number of nembers
of his command, but make no permanent
details without the suthority of the Dz-

rector of Public Safety through the Chief of Police. In all such cases proper forms are to be forwarded to his Commanding Officer

Officer 4. Shall when a member of his command is reported, anable to perform daily been as of librors or able to perform the perform the performance of the performan

75. Shan see that all necessary reports are promptly transmitted to Pol or Headquarters, and faring to the attention of his finamediate Sum the details of any event communication of the controller, also ports of whatever nature before the same

No forwarded to H-adquarters
76 Shall nesses of not er similar
renergency in a streetnet requiring the
services of the polog, forthwith proceed
to the place of disturbance with such
number of men as in can muster, and
restore peace and order and where it
appears that his force is insufficient to
cope with the situation, promptly sand
notice to his immediate Superior Officer;

notice to his immediate Superior Officer 77 Shall be responsible for the prompt service of sa official notices and process which may be sent him by proper su-

Ministry of the control of the control of the control of the companies relative to the conduct of members of his command and properly forward to his Superiar Officer a written report of the result of such invastigations, also report in writing services deemed mentiorious or worthy of special measurements of the control of the control

tion performed by any member of his

78 Shall .mmed.ate,y take charge of Department Property in the possession of any member or als command who for any reason severa his connection with the Department, and promptly forward such property to the Superior Officer in charge. Accept no resignation until all

as parties, in repeated in the transfer of the filters of his level as said by the CLA, and which it is consistent must a service with the constraint must a service with the consequence them, sauce cored in a service that is the consequence them, sauce cored in a service that is the consequence them, sauce cored in a service that it is the must be made of an application, and is not a service that of the said in the must be made in the consequence of the said in the said in

such license. At the devocation of any at Shall frequently unamine books and accorde required to be kept in his Provint Stallor and see that all entries are securated, and neath made, and that such books and records are kept in con-

and Procedure of the Department 32 Shall in case of a ury to any person or damage to any property, whereby the City may be hable, or so an immediate another to be made and forward report of same to he S. service Or.

se, may be properly notified

83 Captains assigned as Commanding Officers to other commands, shall be subject to all the Rules and Regulations and down for gu dance and government of Proc not Copts as 1180' r as they are applicable and do not conflict with the specific rules prescribing the duties of the Commanding Officer of the Command

LIEUTENANTS

55 There shall be a lieutenman on duty in charge of the Deak in each Preclost Stat on and in Flowe Steadquarters, and the state of the

EACH LIEUTENANT

85. Shall perform such clerical duties as may be required of him by his Captain making prompt, accurate and necessary entries of official business in the Dopartment Records according to the

manner prescribed

86 Shull receive complaints of persons, and reports of members of the Department, and submit same to has Commanding Officer or rotaty and make such other disposition of aforesid as is required by the Rules and Regulations, re-

main in duty that I properly relieved, and inform his relief of all matters to be attended to during the tour of duty of such relieving member

87 Shall be responsible for the proper hand in according of all a arms and report a titler by elephone teletype, signal how rules and other system apparatus read in the transmission of alarms and police intil game as may be

58 Shall personally execute, or cause to be executed, arrest cards and make enthics in Arrest Book of all persons arrested. De responable for legibility neatners and a carray and sufficiency of such

80 % at the roughly acquaint humself with the capable test of mymbers or his command, it works do not not be Capita a may wash-ture at the Relative at the Reputation on of the Department of the Department which may come to have one and shall call the attention of his role of an analysis and insulative of importance, such as ungent messages, unusual occurrence, or conditions requirings.

his attention.

90 Shall properly enter in the authorized books and forms a record of all police has visit affect of its command of the Department, e.e. rrang or reported during his tour of a ty. He sh is take proper act on thereon and stall be response or for preparation of all reports.

in coancet on therewith \$1 Shall immediately notify parents, or guardans of children and Juveniles arrested for one offense. This rule applus particularly to such children or juveniles as are committed to the Pa92 Shall in all important matters that take place in the Precinct, promptly not by the promptly of the prompt of the prompt of the prompt of the Bushall of the prompt of the prompt

proper boose.

93. Shall without unnecessary dolay, refer to the Detective Division an arrest for Police authorities outside the City, and that the Detective Division mentals without proper the proper support of the Company of the

of the case

94. Shall in all cases of important arrests made by members of his Precenct,
immediately notify the Delective Eureau,
and turn over the prisoner and all evi
dence in the case to the member of the
bureau amspred to the invest gatton.

bureau autogreed to the invest gather \$5 Sha. he responsible for the broper treatment of prisoners in his custody, under no circumstances permit unnecessary violence to be used in managing

preservers
98 Shain not permit the confinement
in a cell of an unconscious prisoner, or a
prisoner seriously III or injured, but
cause such prisoner to be removed under
proper guard to a hospital. In the case
of a prisoner in need of medical automor
where his condition is not erious, eause
him, under proper guard, to be resorved
to a hospital, and returned after treat-

Ff. Shall, not permit, anywes to rem, as in the Estimate Broom of the Percent Sister.

Let a the service of the Let are the service of the Let are the service of the Let are the service of the service

93 Shall at frequent intervals during the day, and at least every half hour during the might, require the Doorman on duty to make an inspection of the prison and witness room and report to him the

of See aspect or cause to be inspected supplies delivered to his Precirct Station for quantity and quality, and shall make and file adequate record

10) S all when going on duty certify in Diak Biotter the same of the Lieuten-

101 Shall be responsible that no conter be permitted to go, or remain on duty, who is under the sightest influence of liquor, drug, or intoxicating or stupefy-

ing agent
102 Shall not permit a blank space or
Line in any Department records over

which he has supervision 103. Shall be held responsible for acceptance of improper reports and he shall permit no subordinate who submits a report to leave the Desk until such report 32 has been passed upon and accepted. 104 Shall abow civility and attention to every person visiting Precinct Station

or office on Dustiness. Burglary or other 205. Shall when a burglary or other serious crume as committed under officiousiances are not burglary of the hard serious are to be patronian on a productive to the target of the committee of the part of the patrolinan in discovering, or

prevents ig such erine
108.89 a., be responsible for observince of the proprieties of maitary coutesy and deportment during roll call and
inspection of members before sending
them on Guty

SERGEANTS

107 Shall have immediate supervision of patrolmen on patrol duty and patrolmen assigned to special duty in their respective Free, sits They are strictly enjound to require from a bondmater a proper attitude of respect 1 obed-can also at as, at one, and shall on a pecusion in

108 Shall set an example to all subordinates, "sobriety, danity, con-riesy, d screton, diligence, and observance of proper discipline, and shall at all times appear neatly attired, clean in person and equipment. When assigned to Desk Duty as Acting Lieutenant, be responsable in the same manner and sub-for Deskton and the control of the control

Leutenants

109 Shall when on patrol be charged
with the enforcement of law the prevention of crime, and arrest of offenders; see

and converse with patrolnien under his

110 Shall when on patrol, not have a regular route by which to travel a district, nor a regular bme and place for meet ag patrolmen under his supervision

112 Shall submit written reports to his Commanding Officer, of general conditions whe distant, appearance and alleged or suspected disorderly or

112 Shall upon observing a violation of Rules, Regulations or orders on the part of a patrolman not under his immediate supervision, make displicate report of the fact in the case to the Communing Officer of the patrolman communing Officer of the patrolman com-

113 Shall make himself thoroughly sequalised with the capabilities of the patrolmen under his supervision, and impart silv report in the Commaning Officer every for for his Commaning Officer every for mason-duct, incompletency negligible, and flegulations of the Rules and Regulations, on the part of such patrolmer.

tions on the part of such patrollnes and patrollnes are returned as a supplied patrollnes are returned as a supplied patrollnes are patrollness and patrollness and patrollness are patrollness and patrollness and patrollness are companionally as a see that or patrollness are patrollness and patrollness are patrollness are patrollness and patrollness are patrollness are patrollness are patrollness and patrollness are patrollness are patrollness and patrollness are patrollness and patrollness are patrollness are patrollness and patrollness are p

115. Shall not leave his manignment while on duty, except on official business connected with the Department, and in auch event, shall advise his Commanding Officer of the time of departure and return and the nature of business trans-

turn and the nature of cleaness every two hears at a specific time community and the second of the s

report to the matter.

It Shall winesever, after thorough search and investigation he exampt find the pair/orient on post, extend the adjourning posts ustil that of the massing partol man at covered, said notify the Desir Lie theannt at the Post True the addressed for town or the partol of the p

such post a chievenes protected

118. What I are the protected of the prot

1.9 Shall be answerable for the nonported by him to his Commanding Of-

120 Shall 'nspect the memorandum filled in and leasted in proper order. He their unowindge respecting the Roles and tan ng to they duties when it opposis that a patroman a ignorant of haddles. ton, he at II shows no intention of improven cut or if for a reason a Pas or payacony unfitted for patrol duty he

Officer, in writing on his observations 121 Shal carefuny record a his memduty, a.so the particulars of all matters proper report to his Commanding Officer, or regarding which he may be called upon

to make a statement. 122 Shall during his tour of duty, vis.t. if pract, abe a patrolmen detailed at hosp ta 4. By buc gab rings or other sperial daties or posts in his district 123. Shall when making his regular duty calls, do so through Police Signal Boxes, except on occasions when such

method would be repracticable or impossible. 124 Shall when first arriving at the scene of a fire, riot, or other important police emergency report the facts to the Station House, and then take such ac-

tion as the situation may require 125 Shall be held responsible for the proper conduct and appearance of patrolneglect of duty or inefficiency when those under his command or supervision are habitually lax and indifferent in the performance of their duties.

SERGEANT-STENOGRAPHER

126 The Sergeant-Stenographer shall be under the immediate aupervision of the Chief of Police and shall perform such duties as may apperts n to his rank as may be sategoed to him He shall faithfully and diligently perform the duties of has rank, and shall be responsable in the same manner and subject to the same rules on Sergeants in the Polloe Division

PATROLMAN

127 Appetstment of a patrolman to the Police Department is for a proba-Lonary period of three months, continuation in the service being dependent upon the rendert of the approache and his fitness for the performance of the duties to which assume the intensity of the state of the duties to which assume that the state of the duties of the work and recommendations of the companions officer of the Police Academy and the Special Conference of the Table To the the state of the police Academy and the special conference of the Table To the the state of the police and the state of the

The A relievable met he services are considered as a service to reach of the part of a service to reach of the part of the par

EACH PATROLMAN

129 Shall when assigned to a post, faithfully, diligently, and alertly patrol every part to the limits thereof until the

expiration of his tout of duty. He must rot all bumps, load, or at the idder thereon. When we have the art raugh is regular petro, to gave attent on to any complaint, or for ass dance arrest an offender, or other place comergency, he shall depend to as in detect unnecessary loss displaced from the traversing his post in the

regular manner
130 Shall is no case refuse to give his
assistance for the protection of persons
or property near his post, if called upon
in any instance requiring mmediate attention, but shall return to his own post.

es soon as possible.

131 Shall avoid concealing himself while on post, except for some police purpose, and not patrol on bures or other conveyances except when so assigned He shall be complete, or on the alcrt, observing what takes pulse with eight or hearing and keep vigilant wath for

first gas excepages and offences against persons, property and the public space. 132 Shat carefully, angestly and the public part of he post as often and the public person of he post as often and the public person of the post of the state of the state of the person of

engage is no attentions or arguments or reads. Shall farnesh as hisformation or render suich said to ad persons when requested as consistant with his duties. At all times, when in uniform, wear has sheld over the left break on the other most garment a significant continuous and the said of the the sa

124 Shall when any disturbance or one we is a least to some the reason which is a least to reach the recent to receive and the receive the receive and the receive or state to rectore peace and least to the receive or shall be received and small beautiful to the received and small b

254 Shall report for duty promptly, correctly and neatly attired, fally equapped and in fit combition for efficient service mental tolly on entering the Precine State of at the termeation of his tour of duty, advance to the deak and all the Leak Lieutenant and have

138 Shall report to his Deak Lieutenma, the carvain of any animal soon in any lot, street, or public place, so that it may be removed 137 Shall when notified by a Superior Officer of any derelation or neglect of duty invasibility expans the facis to such Serge or Officer and feeting to

such Momeror Officer and I ordered to submit a multi-report to ha Coma and a Coffier were repetating of ally subwal, social surfers of a merculon, or respect of duty, and in the asserties of the Commission day Officer, one sear report with a close Lordenant I hand I a Cocambridge Officer in a cofficer of the commission of the commission of the terminal States the first opportunity thereafter to grow whatever additions. In

fermation or explanation may be required. 138 Shall promptly transmit through the police signal system all duty or telphone can required of him unless specifically ordered to transmit such calls by public telephone. After sending in a duty call awart the proper return signal and call awart the proper return signal and the sending sending the sending sending the sending sending the sending se

place and communicate to the least 138 Smill spon decovery but he is late on a acty in, proceed, muscle along the waver angula box sold of the Porth Lieutenest explaining his reasons for he lieutenest explaining his reasons for he in the on the call if tardinase is a period of fictor muscules of has he shall maked in the call of tardinase in a period of fictor muscules of has he shall maked in the call of tardinase in a period of fictor muscules of has he shall maked in the call in the call of the call maked in the call of the call of the call maked in the call of the call of the call particular on a call of the call of the call maked in the call of the call of the call maked on the call of the call of the call maked on the call of the call of the call maked on the call of the call of the call maked on the call of the call of the call maked on the call of the call of the call maked on the call of the call of the call of the call maked on the call of the call of the call of the call maked on the call of the call of the call of the call maked on the call of the call of the call of the call maked on the call of the call of the call of the call of the call maked on the call of the call of the call of the call of the call maked on the call of the call of the call of the call of the call maked on the call of the call

Officer Shall learn the location of all fire and on the state of the s

of the Police Department
141 Shall pay particular attention to
unoccupied or temporarily vacant dwel-

lings and buildings, whether or not the six bit is not refer to the Drivent of six bit is not refer to the Drivent of six bit is not refer to the Drivent of 100cc, blenk fro. Bottle via distinge 1342 Bb and continuing a line that the six bit is not refer to the six bit is not the six b

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At Seal be a play to prevent fire or we see of sale; restrict without or of those removable, to the state of their additional to the sale of their additional to find according to the other actions or be doing, to the notice of all addition, gain then the lands to the street. Where the Lavy and Ordinances orders and repulsations from the street, where the Lavy and Ordinances orders and repulsation for the sale of the sale o

Monoscotton.

146 Shall see that the sidewalks and attest corrects are not obstructed by persons lottering thereon. When ever two or more persons obstruct many that the correct there to move on facult persons there to move on facult persons unreased study person the remaining so as to interfere with other pedestrana.

promptly arrent and send them to the Predict Station.

147 Shall care for lost calidren by taking them to the residences of their parents if contact on or in the near vocer by of h s post, and promptly notify the Prec not Station of such action if the residences are not known or at some distant costion, notify the Deek Lessense.

and and request instructions:

148 Shall send persons found penniless and without homes to his Prennic
Station Particularly watch female
"Stroet Walkers" and all persons who inproperly access others of the opposite saxupon the streets. Report all cases of dea-

titution, cases of contagious disease in which it is not certain that the Health Department has been properly notified,

fore-ve 149. Shall arrest persons found beging in the streets. Also arrest all persons pedd any warve without a license.

and the Blank when any thoroughfare hecomes housed with traffic use his best efforts to aid the drivers of volucies and discram, g his same. When the stream of traffic is continuous, open the way for pedestrams wishing to cross, and assist children and aged or infirm persons who would be otherwise exposed.

151 Shull pay particular attention within the III ske of a poot to rest amess of t'm less temporarily out of the City Ann leaving the premises in care of Servants, and note the persons admitted to such houses, especially during the sightline, and any suspicious actions about the place, mare a memorandium of the circumstonces and the hours of the day of the control of the control

be available if required
152 Shall note, as far as possible,
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total of a far and possible,
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and houses thereon 153 San., nequalit himself with all public vehicles, and drivers thereof, permitted to stand on or operating on his port Noe is and investigative emptionally during the night all web the the draw or occurrent of the night all web the the draw of the night all web the night and the night a

mussion of crime, or are no populary accessed or completed. The control of the co

these being conduced on his post.

156. Sead make hieself thoroughly familion with the C ty is alluding the routes of screen cars and hisses, the contion of streets, public bindings and piaces, hospitals, courts, ste. While on duty carry with him an approved aftered guide for the

City of Newark.

158 Shall familiarize himself with the location and purpose of street traffic agrs, and if as sees them manaked or tampered with an any manner unwedlately rotify the same. If such agrs are missing from their proper location, im-

Commanding Officer

157 Shall pay special attention to
street lamp outages at night, and all
broken street light globes, and accurately

report same is writing at the bermunation of the four of duty, giving the number of hims disc. It is d

ard the and ton arressay recorded to 28 Bhen you facility station to growed by prevailed station to growed or see shaped not revers. Considered a last hiver as a lare Wire's and cortect with same may retrieve. Considered a last hiver as a lare Wire's and cortect with same may retrieve contion in the superior of earse Casard aces were at the continuous and the continuous a

in guarding a 's sach ware

1,0 Sha, mend akily on serving on
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46

thorough search of such premises, communicate with the Premise Station and erfexar th noisy the occ., and or owner, and stand grand until releved, or should the owner occupant, or other responsible persons of the property of the property targed, informing the owner where the key for such lock is available. Return key to Treasert Station together with a written report detailing the circumstance.

180 Shell what on patrol exercise special care to see that the doors of the fire and power aignal boxes are cleared to protect unchangement from weather conditions particularly snow seed, and to Doors must be closel gently not slammed. Upon mining all of the control of the conditions of the conditio

the Deak Lieutenant, remain at the Deak until such reports have been passed upon and accepted 162 Shall on tours of duty, or when warranted by conditions, or otherwise

with the Rules and Regulations
163 Shall when detailed to school futy,
cover achool crossing during the day at
least aftern minutes before and after the

sion Familiarize himself with times of starting and duration of sessions. 164 Shall on night duty when evening schools are in session, cover school crossings on his post fifteen minutes before commencement and remain until classes erossing fifteen minutes before dismissal

165 Shall when on duty at parades, at fices, or or occasions where large crowds of speciators are present, face the spec-

166 Shall although assigned to patrol daty, he equally removable with members of the Truffet D., sow for the enforces and the Metor Vehicle and Prafty lets and C. y Ord marcos relative to

train on his post

167 Shall refram from walking or
take ne with adjourney patrolmen met on
the boundaries of his post. mess to commine the information printing to their
pulse shales, and in with cases make

169 Shall when responding to a call
of d c in to an a return from the place
of s c and by the shortest and most

on a more route to the approach of five appoints of the appoints appoi

170 Shall when assigned to post upon which fire hours are located, lose the don, of feedons after apparatus has ceft to resport to an alarm also extend the responding to the property of the contract of the

the absence of the fire company

171 There shall be a branch of the Department designated as the Traffic Division which shall be under the supervision of a Ranking Officer designated by the Director of Public Safety. It shall consist of a Communding Officer and such members of the Department as may from time to time be assigned thereto by the

122 The Comens due Officer of the Professional Communication of the Court of Professional Court of the Court of Court of the

reckies griving or an venuese.

173 The Commanding Officer of the
Treffic D.W. an shan, have charge of and
be responsible for all horres, motorcycles
and an other equ pinent belonging to the
City and used by the Traffic Division
He shall have charge of all the records,
books charts, files and other office equip-

ment of the Traffe Davidon and shall be he i respons he for their proper and efficient continued bearing. He shall receive at hes other all the from nemhers of the Traffe Davidon and keep or cause to be sent proper records of such

171 Said Commanding Officer shall have such own for or active duty as may be presented by the Chief of Fouce. Be an ext to at the R test and government of a. Davisin Commander associated with the present of a description of the process of the pro

SUPERIOR OFFICERS-TRAFFIC

175. Shall have experience of all saids of the contrast members assigned thereof an abe for report in writing to the Command of the contrast o

ant points.

176. Shall be charged with exacting the proper performance of duty from mem-

hers of the Truthe Dotten unsigned to them posts. New yor not experit, or ready the property of the property of where to her respective on a 4 shift and the said mendation on part saidly and tees primaing to the regulation of shift and the regulation of the property of shift and the regulation of shift and the shift and the regulation of shift and the shift and the regulation of the property and care of the human extracted remoters under for the human extracted or the normal assigned to them, and that those means assigned to them, and that those means careful, of whole of the trains and operation of the proper care and operation of the respective of the proper care and operation of their significant in property introfrmed

and equipped
177 While on patrol duty shall, unless
assigned to a radio equipped vehicle, at
least once every hour at a specified tra,
communicate with the office of the Traffic Division of the station of such Precrict in which they are personning duty,
ters rout, ring their attention any matters rout, ring their attention.

178 Sha, be subject to all the Rules and Regulations promulgated for the guidance and government of Superior Officers of their corresponding rank, insofar as they are applicable and do not confect with the specific rules prescribing

PATROLMEN (MOUNTED)

their duties

179. Unless otherwise specifically ordered by the Chief of Police, patrolmen assigned to mounted duty shall be attached to the Traffic Division and shall regularly pairol such section of the City as may be prescribed by their Command-

A multie horse shan be refden at a the extreme that the extreme to say an the extreme to a few at each experience of the community of the extreme to the ext

181 At ten minutes before the hour throughout cash to at of mounted patrol, members of the Force on mounted duty, unless actually engaged at the time in the performance of emergency duty, which requires them to be mounted will dissument and remain dismounted for ten

182 A member of the Force on mounted daily shill not be required to feed and groom a horse while it is in stable, an less emergency requires, but he may be

permitted to do so with the Common prince Common prince Common Co

183 Change of assignment of horses, a prombite arcas approach by the Commond v officer Mounted Squad

184 The capping or cutting of the mane or tail of a Degartareat horse in prohibited inness atthorated by the Commondated inness atthorated by the Com-

manding Officer Mounted Squad 185 Schmess of, or many to a horse, shall be immediately reported to the Commanding Officer of the Squad for shech action as may be necessary. In onse of emergency, requiring the services of a ment horse and the Department Veterinarian is not available, Commanding Orficers may engage the services of a local veternary and treat and norse. Bull for such services will be rendered in quadruplicate, to the Commanding Officer

Mounted Sq and without felay 185 Each horse, unless on sick report, shall be given at least twenty minutes

MOTORCYCLE PATROLMAN

187 Shall be under the general supervision of the Traffic Division Commander, except when otherwise directed. He is specially only the wind of enforcement of all the winds of ordinances relative seed at the seed of the seed of the theory of the seed of the seed of the wind of the moderneyle and seniprocit as

agned to him

188. Shall make such minor adjustments to his muchine as may be necesmany. All months shall be made by the

Department mechanis

189 Shall keep his machine in a clean
and serviceable condition, and shall prior
to each tour of didy, examine such machine thoroughly for mechanic idefecta
Where any dicts har for to which renders the machine task for
Commandian to the commandian
Officer. He shall wape has machine free
of rain, and moisture at the termination
of his four of dudy, and shall, at all times
of the four dudy, and shall, at all times

keep it properly olled
190 Shall use a Department motorcycle only in the actual performance of
police duty At the expiration of each
tour of duty he shall keep his machine
at a designated Department garage, pro-

tided that by reason of accident or other exists a large of the large

181 Shell, except by permission from proper actively, rise only the machine and rent proper actively, rise only the machine and rent left for the shell of leave he mach ne similarlined except when necessary in the performance of police distributions in the performance of police distributions in the performance of police distributions and not he shall be added thereto or taken thereform, or orter-changed without permission of the Com-

manding Others of Traffic Diriston. 102 Sets. Interire such prescribed theory, phares and acctions or Proceeds theory, phares and acctions or Proceeds to Commanding Officer of the Traffic Diriston. The Shall patrol slone, unless otherways e. et. 11 by the proper authority. He shall coid sarrily drive has manking caution to accept collaboration of the pharest personal collaboration. The proceedings of the Collaboration of the

formance of police duty, and in accordance with traile Laws.

180 Shall not allow any other member of the Department to ride the motorcycle of the Department to ride the motorcycle has Cowne dang Other; and an no (see shall, he allow a serson not a member of the Department to tags such motorcycle A motorcycle of all not be ridden. "Ean dem' at any Linia nor shall any person happened expect when policial accordmotorcycle accept when policial accordsion has been granted for such service and proper "accident re-ease" signed by

such person.

194 Shall in inclement weather when
motorcycles cannot be safely and efficiently used, be sampled to foot patrol in
such places and under such conditions as
may be ordered by his Commanding Of-

neer 195. Shall faithfully patrol the section assigned to him during his tour of duty and shall not, except when specifically

ordered patrol & s section afoot 198 Shall shut off the power of his motorcycle whenever the vehicle is not in motion. He shall not unnecessarily

permit the motor of his vehicle to 'Le' 187 Shall in the case of collision, whether caused by the earlessness of hinself or that of any other person or by an unavoidable secrident, whereby any vehicle or other property, a damaged or any person injured by the motorcyals, diamount and last of the motorcyals, and we have the secretary of the control of

case to his Commanding Officer
138 Shall be governed by all the Rules
and Regulations preceded for the guidance of Patrolmen insofar as they are
applicable and do not conflict with the
specific Rules applying to Motorcycle Pa-

brownen.

189 Members of the Department assigned to the Motorcycle Bank Squad, Motorcycle Menk Squad, Motorcycle Mechanics and School Safety Patrol, shall be under the supervision of the Commanding Officer of the Traffic Division, and they shall have such regular bours of duty and perform such duties as

Officer subject to the approval of the

TRACTOR DISTRIBUTION

maintaining the orderly movement of all whinces at his post with due regard for the safety of operators of vehicles and pediestrians and exacting completions from all persons with the laws, ordenances, and regulations pertaining to traffic and be at such post at the time design.

201 Shall be dignified, soldier-like in bearing courters and evel and exercise patience are invertible in the discharge of his littles, and by his alertness and good judgment render safe and conyearer at tradic act, the at his post

202. S. J. eeps calm and control has the tract of a traction of a prove long term of a providing term of the traction. The traction of the traction of the traction and the reprintmentage of traction and the reprintmentage of the traction of the traction

out unnecessary loss of time or hindrance to traffic 203 Shall give signals clearly and distinctly and avoid giving unnecessary signals. When a whitele is used in the realation of traffic there shall be no unneces-

sary blowing of same 20 than 20 than 20 than 30 than 3

and emerate conduct of police besides.

200 Shall not leave has post dering
200 Shall not leave has post dering
copt when properly relieved by another
patrolman, in case of physical necessity,
or when necessary, as police emergency
When so leaving he shall notify his atation or division in previously in the
or division immediately upon returning
or division immediately upon returning

to he post

208 Shall when called upon for police
zervice in the nature of an important
emergency within a reasonable distance
of his post, promptly motify his station or
division as to the nature of the call im-

mediately upon returning to past
207 When detailed to operation of
Traffic Light Signals shall when apprased
of the approach of fire apparatus, ambulance, or other emergency apparatus,
leave has attach and take a position at
center of the particular street crossing
and muse every effort to insigne the safe

and speedy passage of sich vehicles
208 Shall enterce traffic regulations
as directed by posted signs. No operator
will be permitted to drive a vehicle contrary to the directions as indicated by
signs at street intersections, except in

case of emergency 209 Shall be thoroughly familiar with laws and ordinances, Rules and Regulations relating to traffic, both vehicular and pedestrian and the proper operation

or Trains Signal Lights.

210 M. mbers of the Traffic Division
shall cooperate with one another, bearing in milid that they are policemen, responsible for the performance of all police duties, and required to observe all
the Rules ard Regulations applicable to
them as mechanism of the Department.
They shall make note, and report all
cases calling them from special duty or

AUTOMOBILE SUMMONS

211 The Automobile Summous Tability Sarvas shall be untry the supervision of the Connu a long Offier of the Treme Dysaion. It shall connact of a Super-r Officer and such other members of the Department as shall be assigned thereto by the Director of Tubic Sately. 212, Stombers shall promptly report. 212, Stombers shall promptly report because the stopping of the Director of Subic Sately. 212, Stombers shall promptly report. The Sately Sate

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21d The B nervor Officer assigned to
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tags and summonses for each court ap-

MECHANICS-MOTORCYCLE REPAIR UNIT

215 Said Mechanis sha, instruct monthers of the Denartment assigned to mothers of the Denartment assigned to mothers of the Denartment assigned them. I shall be a supported from a second of the said the care as a support of the said the care and the said the said

to their attention
217 They shall have such regular
hours of dity as may be prescribed and
such other hours as the exceenites of po-

TRAPPIC ENGINEERING BEREAU

218. The personnel of the Traffic Engineering Bureau shall consist of a Traffic Engineering Bureau shall consist of a Traffic Engineer and much other members of the Department as may be assigned thereto by the Director of Public Statety, and shall be under the supervision of the Traffic Engineer, subject to the orders of the Director of Public Staffty to whom he shall be directly responsible, and to whom he shall report all matters relations.

ing to, or affecting the Burcau 219 The Traffic Engineer shall perform such duties as may be required of him by the Director of Public Safety 220. The Traffic Engineer shall instruct rounding of the beautiful in the prover care and shall not all of all employed and the beautiful in the shall be all of the contract of the shall be all of the shall

221 The Traffic Engineer, shall preacr be with repmar four of dityly is has
ass stat to riches members of the Bareal and skin other hands as the expecience of the service requires, and still nearbest obersel will be subject to any meer.
Four cause by the Traffic Engineer.
222 The Traffic Engineer shall be immediately notified of any emergency reculture services of the Engineering Facminus for the state of the Traffic Engineer.

rean so that prompt measures can be taken to remedy conditions.

223. The Traffic Engineer shall conference that the traffic conditions, automatic traffic conditions, automatic traffic agnals and traffic. Traffic conditions to the traffic agnals and traffic traffic agnals and traffic.

224 The Trails. For your shall be held responsible for the eronomica, use, sateleograp and proper care of all Department property used in his Burcau, including tools, wires, cables said accessories, as well as all office couppment, including records, charts, maps, files and

chaing records, charts, maps, files and stat owery
225 The Traffic Engineer shall submit to the Director of Public Safety on or before the 15th day of January, a typeties of the Traffic Engineering Bureau

226. The Traffle Engineer shall submit to the proper authority requisitions and samples of all materials and forms to be used by the Bureau, and when supplies are delivered see that they conform to specifications.

to specifications.

227 The Traffic Engineer shall at all times cooperate with the Traffic Division coordinating services of both (Engineering and Enforcement) to obtain best results.

RADIO DIVISION

228. For the purpose of money! transnisation to members of the Department on patted in radio equipped nationolohica, on the purpose of the purpose of the information starts and of other pulses in formation. Such as the pulse of the pulse where other money of commys cation where other money of commys cation are not safe, existing which is a system of This Division that is also the pulse of the papersian of the Ch et of Police and under the Immediate supervision of the the pulse of the pulse of the pulse of the thin the pulse of t

229 This Division that consist of a radio transmitting station, fixed receivers and motor vehicles colleged with receiving and try sorting ap, aratus All sich collegement sweep mitor vehicles, si the property of the N J Bell Telephane Company and prepared or the property of the N J Bell Telephane Company and prepared or the property of the N J Bell Telephane Company and prepared or the property of the N J Bell Telephane Company and prepared or the property of the N J Bell Telephane Company and prepared or the property of the N J Bell Telephane Company and prepared or the property of the N J Bell Telephane Company and prepared to the property of the N J Bell Telephane Company and prepared to the property of the N J Bell Telephane Company and prepared to the property of the N J Bell Telephane Company and the property of the N J Bell Telephane Company and the property of the N J Bell Telephane Company and the property of the N J Bell Telephane Company and the Political Company and the Political

epresentatives of said Company
230. The personnel of the Radio Division shall consist of such members of the

Public Safety, and they shall conform to all the Rules and Regulations of the Department and shall be chargeable for vi-

gardons interest.

231 The Commanding Officer of the
Radio Division shall have charge and
co-tred and insertation experience, subject to the ord m of the Ct of of Poince,
of all members of the Depart ent who
r ay be used from the Depart ent who
r ay be used from the Depart and the command
the promovable for all entitles.

EADIO DESPATCHERS

222 Shall be members of the Department especially are speed to radio dispatching in the Hessia; arters of the Radio Pis, son They shall trains a difference with accuracy, speed, and information with accuracy, speed, and ten to proper forms before trainentseed, and shall be properly recorded in manner

233 Shall weer such uniforms as prescribed by their Commanding Officer 234 Shall be a rodic oper their disty lecensed by the Febral Commandations Commission under the Commandations Act. He shall be throughly from an with the relication regulations of the Comput seath may be a sea of the Comtain the Computer of the Computer of the Computer of the Comtain the Computer of th

ing of a radio telephone station 235 Shell at no time use profane, obsome, or suggestive language while broadcasting, nor shall be transmit any

superfluous messages.

236. Shall upon being apprised that the
receiver in any unit is out of order, a

dispatcher shall forthwith notify the duly authorized maintenance unit, so that the defective receiver may be replaced as questly as possible.

237 Shall broadcast a test-message giving the time and station call-letters

238. Shall at the conclusion of each broadcast give the time and station call-

229. Shall when the crew of a radio partol car is not heard from within one minute from the time it was directed to the worse of a possession of the measure of a possession of the measure a Dispatcher carry of another call for the car. Fail are to respond immediately a S. person Officer shall be assumed to unwestigate and report.

240. Shall broadcast for four consecutive tours the registration numbers of all automobiles wanted in connection with major crimes.

243. Shall maintain in the dupatching roam at Radio Headquarters a map of the City. This map shall show the boundary larks of all the sectors patrolled by reads patrol cars, together, with the third result of the patrol cars, together, with the cardinate and the sectors patrolled by reads patrol cars, together with the momeration of the patrolled patrolled by the patrolled patrolled by the patrolled pat

242. Shall whenever it is necessary to remove any radio patrol car to the garage for repair, substitute a radio car therefor, and all starms shall be dispatched in the same manner as when the orteriad car was in service. 243. Superior Officers shall be assigned to esta ...died supervisory distracts by the fare pacting Officer of the Rudio Division sub-st by the approval

and its prepay College, sould have me lette envertisent of the promoted as me letter of the promoted as derived by compared as the victory of the promoted as the letter of the letter o

101 Oction Division of Comme

RADIO PATROL CARS

245. The erms of each radio patrol ear
shall consell of a uncorned member of
the Papartnest assegned to operate the
ear and a un formed member assigned to

of the armust be a lecensed driver
248 Members assigned to any a radio
patro, cars shall report at their respective commands fitteen minutes before goting on pairol for the purposes of answer-

ing real-cals and to receive any orders or .nstr 'ethoms, sist to record in their memorandum books the registration numbers of stolen automobiks and other pertinels in 'e or oferm atom.

ent pages out matter.

217 When reporting off duty the car
shall be driven to the Precaret Station at
the capration of the tour of duty and
the crow shall remain in the car until

240 The outpressed correled in the case shall be invested out the time the crews shall be invested at the time the crews shall be invested outpressed in the control of the

size i.or., nature or complaint, so wen as 250 All General Alarma and all siarna and messages specifically directed to the neew of a car in well as any Police even of a car in well as any Police and the second of the sent specifically abail be entered on the log sheet. This entry shad, show the time received and the location of the entrapercy. The cattern of each brendeat will be conadered the official time of the message cattern of each report shad to so bright251 Grows will patrol their respective distinct that and is of conset that the end of the third part of the end office are reported out of service. But need that the end of the

shill, epect. Sars at a rodards rate of profession of a citizan via an oxide enprofession at a citizan via an oxide enmany right via at a citizan via an oxide enmany right via at a citizan via at a citizan via a citizan

assumed as the Meur of a radio patrol car shall see that the machan is properly supplied with fucl and oil and be certain that the r, in the capper crank case is maintained at the proper level at all times. A daily record of the mileage covered and if the amount of fuel and oil communed shall be kept and the tires shall

be frequerily nepected to see that the proper are pressure is maintained 204. The Dispatcher shall be notified amrediately at the event that any radio pairs, ear is taken out of service for any reason. He shall also be not, illed when

the car is retirned to service.

253. Cars assigned to radio patrol shall not be left unattended except in extreme emergency. When two or more cart are

present one manher shall remain in the car so that he is available to the Dispatcher at all times. The crews of the remaining cars shall place their radio sets in an interpret we position, shutting off the matter and lockly global doors of

2.0 A writing board shall be carried in the real opens of all forms in use shill be rept on this board. Forms in reserve shall be stored in the cavelopes furnished for this purpose. The repeatation numbers of all strians and the real opens of the stored in the convolution in the repeatation in the store of the strians o

257 When the crew of a radio patrol car receives a message relating to a police emergency with a radius of five blocks from where the car a patro and this real shall be answered unless otherwise directed. The ruling was apply regardless of Precinct of strict boundary

lines
259 While proceeding to the scene of
an emergency the crew of a radio patrol
are shall no alert and observant as
effort to detect any susp cous persons or
val else young from the general aretion of the scene of the amergency, who,
or which may have connection with the

reported cali.

259 Cars shall be operated at a moderate rate of speed white on patrol and the chanificar shall observe as traffer regulations. In energencies, responses shall be made as quickly as possible, conformity with the first different conformity with the first conformi

Drivers shall take all precautions to avoid

200 When proceeding to the scene of a reported same gloves shall not be a reported same gloves shall not be a reported same gloves shall not be a reported to the same shall be reported to the same shall be reported to the same shall be reported to the result of the re

ly drawn

281 If the address as given in an alarm
or message is not correct, or is not the
nctus 1 s thor, inquiries and observations shall be made in orner to ascertain

282 Mci bers assigned to luty in radio pair of re shall not be as, gred to tasks which a lid wit bear from their designated did a nor about they be used to delive messages. Person other than the crews on duty shall not be conveyed in

by proper authority
263. Upon completion of the necessary
police duties, in compliance with the directions continued in a truth of the comment of the continued in a truth of the record
are a fit to first car to arrive at the
sense and promytes comy an each with
the disasters, Ryng has mane and
price the earl sincer of the first the early
record the number of the first of the
truth of the continued the continued the
truth of the continued

tion is necessary, and, whether or not any assistance is required 284 When the services of the car or cars are no longer required at the scene of an emergency, the Superior Officer in charge shill order the crow or crows to resure paired to their respective distinct and shill much action. Where he Euperior Officer by present of the action of the crow first to arrive on the scene of an emergency, it shall be the daty of the crow first to arrive on the scene to assairs; charge and to order the crow or the Disasthes pattern and to so motify.

265. It shall be the daty of the crew of a raiso partol car to mot'y the Dispatcher within fifteen minutes of the prop of darw message or alarm d rected to them and to approse the Dispatcher of the nature of the energency and the prescribed time may be desired in the prescribed time may be desired in the prescribed time may be desired in each of data and the desinguent crew

286 Adjustments and repars of any port of the radio equipment shall be made only by the duly a (thorized representatives of the N J Beil Telephone C. 287 A test messign shall be broad-

287 A test message studil be broadcast on the hour and on the helf-hourthe time and sint on call letters given. When no test message is received by a firmediately. The Dispatcher shall make a reception check. Pailure to receive this, the Dispatcher will instruct the crew to report to the read repair aloop

288. The radio receiving set in a radio patrol ear shall be an operation while the machine is being replenished with fuel or oil, and the car shall be kept in a condition that will enable the erew to respond to a call should it be recurred.

289 Whenever a member of the Department, regardless of the duty to which he is assigned, has occanen to pursue an automobile wanted in connection with a crime and fails to apprehend it, he shall lead to the Despatcher who shall then broad to the Despatcher who shall then broad.

270 Detectives or any other member of the Department on daty in civilian clothers at a location where their presence may appear suspic ous to cuttients shall inform the Dispatcher as to their location and as to the possible kength of time they will be present at such location.

271 In serious emergencies, where the immediate dassemination of information in of paramount inportance, the member of the Dreatment when received the information state of the state of the information of the information of all away able detuils and shall then take whatever action is necessity with assistance arrives and then

272. Desk Officers shall promptly notify the Dispatcher of all important cases or of other messages or alarms that are to be brideast to radio paired cars. A proper record of such information shall also be made as required by the Rules.

and regulations.

273 Members baving charge of equipment, such as radio appearant, automobies, Departments, stationery forms and equipment fearned in radio patrio cars), shall be held personally casponsible for the proper cars and safe custody of such

articles

RADIO MAINTENANCE UNDE

274 The Superintendent of Radio Rapeir and Maintenance is hereby designacid us the Ripresentative of the Durector of the Department of Public Safety, insofar as the entered agree send with the New Letzey Belt, Telepoors Company, and Company and Company of the Company of the Superintendent of Roam Section 21 to 12 Maintenance shall have gumerision

All inter-communication systems, except Bell Telephone and Police Sig-

nel Systems.

All technical matters with respect to radio in all its phases.

All public address systems.
All electronic recordings and recording southenent

All line amplifiers and supervisory equipment supplied by the City All car storage batteries and ava-

tems.
All car generating systems in con-

All fire extragaching equipment in the Police Division, CO2 and Pyrene. Miscellaneous duties that are within the Division's abilities, and to be responsible in all technical and mechanical matters to the Director of Public

EMERGENCY DIVISION

275. There shall be a branch of the Department known as the Emergency Division, which shall be under the general supervision of the Chief of Police, and the Immediate supervision of a Commanding Officer assigned by the Director of Public Safety. The Commanding Officer shall be responsibly for the disclining in and efficiency of his subord sites. A Superior Officer shall be in charge at all times in my shall be

thir services are required 276. The horsework Division shall be mide up if aper ally trained members of the Department. Special emergency equipment provided shall be used in cases of great hazard to life and pronorty, at riots, dancerous fires and similar standards.

tions.

277 Members of the Emergency Division when arriving at the scene of an emergency will work as a unit. They shall immediately establish police lines, and shall be responsible for the placing of all newbers of the Department who

A Superior Officer

278 The Officer in Command at the
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Run Form
279. All Superior Officers assigned to
the Emergency Division shall have, and
efficiently maintain forms, known as
Equipment Compartment Forms, showmy all comment and the location of

each attelle of equipment on the trucks and apparate is from proper. The Officer and apparate is from proper in the Officer that eyel art. Lie lated on such forms is available and in a fire readile so as of the officer and the officer and

mode a Deak 28 sider when prisoned who have be a guilhoid to permit the themproper by what tracks and ah have been present the themproper by what tracks and ah have been present the state of the tracks and the same of the same of a size tracks, and a series of the same of the same of an interest, and as the same of the same of a size track and the same of the same of a size track and the same of the

locked

281. A squad blotter shall be maintained by each squad in which the Desk Squad Communder shall enter all roll rable and all active police duty performed

by each squad
282 Squads shall not be called upon to
respond to calls requesting oxygen for

the treatment of pneumonia or other discases, unless requested by a physicism to save | f | Privora n : cong = rin requests giril be referred to the Cty Hospital, Record of all will to when because respond upon request of a physician for oxygen shall be recorded in Desk Hotter

and on physician's oxygen form 283. Friergency Division Wrecker, only, shall be used for towing sutomo-

284 Emergency Division rowboat, stationed at Centre Street Docs, shall be used by daysson squads whenever neces-

285 Except with the perm ssion of the Commanding Officer the Emergency Division shall be used for no other purpose than as set forth in the Rules and Regu-

286 The following records shall be maintained in the office of the Emergency Division

(a) Botter
(b) Daily, Monthly and Yearly classified reports of activities of Emer-

gency Division

(c) Inventory Record of Emergency
Division property.

(d) Such other records as may be

required by the Director of Public

COURT OFFICERS

287 Court Officers shall be members of the Department assigned as "Court Officers" to the City Criminal Night Police and Family Courts by the Director of Public Safety, and shall promptly and efficiently perform the duties recourted of 238 The Court Officers shall be under the dracet on the Judge are. Liedris of the Court to Which they are assigned, and asset with right plan him to delive a surprise and a surprise and the Court of t

289 Court Officers shall when attending sessions of the Court to which they are assigned, wear the uniform prescribed by their Commanding Officer

200 Court Officers shall maintain strict order in Court, curry out the directions of the Judge presiding not momisstert with the Rules and Regulations of the Department, carefully guard all prisoners brought into Court, when ordered serve, summons and subporens lesued from the Court to which they are assigned, and attend to all other matters

White W. W. Contract Co., where

201. Policewomen shall be under the memicial all discovered the Commanding Officer of the Command Precent, be essigned, unless they controlled they may be essigned, unless they can be essigned, unless they can be essigned, unless they can be essigned to the estimate of the estimate of

to them They shall fle with their re-

they are arous on to 202 T . y sha . be governed by all the Russ Regunt ons and down for the rules and regulations are applicable and prescribed for policewomen

PRISON PLOOR HEADQUARYERS

293 The fourth floor at Police Headquarters known as the Prison Floor, asygned thereto by the Derector of Pubhe Bafety He shall be in complete in his custour, both day and night, and he shall be responsible for their safekeeping while in his custody. He shall

294. The tour of duty for the Superior Officer skal, be arranged by the Commarding Officer of the Detective Divimon, with the approval of the Chief of

295. He shall submit a report daily at important actions occurring during the

296. He and the doorman shall be in uniform coat indoor coat with brass

permissable; while on duty 297 It shall be his duty to see that the 76

prison is kept in a sanitary condition at all times and that the said prison is weel, and that all cels are scarched at least once each day for weapons or other implements (revolvers, knives, keys,

298. It shall be his duty to see that all prisoners, brought to the prison and placed in his custody, are properly prisoner is stripped and each article of would be impossible for a prisoner to conceal any dangerous weapons (revolver, knife key, penell fountain pen na i file. or file or any other sharp .natrument) on his or her person or aprootics in their hathand, sweathand, or scams of their clothing and that each prisoner is searched each time be or she leaves the prison floor and also if prisoner be again returned to prison floor

299 Keep a record of each prisoner received by him not ng the time prisoner was received and name of officer dehvering presover to him. This same procedure to be followed upon a prisoner beuse taken from the prison and again in

300 Ascertain the names of all visitors calling to see a prisoner and make entry in ledger also doing same when prisoner is given permission to telephone. getting exchange and number called Before allowing phone call, the Cornmanchng Officer is to be notified and at might when doorman may be sione, an officer from the Detective Bureau be called while phone call is being made. 301. Report immediately to the Comor the Officer in Charge of the Detective as , washe is to radice on a governor By a to a hospita, vind v prypey anard. 302 % allow dayone within the sone o enclose re at anytime except the doornen and matron and all conversation must be made through the screen of Day on from which the prisoner was brought. No pare than one prisoner at

303 Not allow dates (crockery). kmacs forks, spoons or other articles in taken from all preseners, also that the b. ts and o nor sharp implements ore azenes will be allowed in the prison

305. No prisoner will be allowed to assist the doorman in any kind of work,

306 All presoners are to be aroused at 6 45 A. M. and ordered dressed so that they may be ready for Court and searched

307 All visitors must first obtain permussion and a pass from the Chief of Police, Divisional Commanders, or Officers .. Charge to see prisoner

408. See that all prisoners are prop-78

erly shackled when taken out in groups

209 Asset the doorman in every possuble way in order to obtain an efficient

310 Must be respected and obeyed by all officers having business on the prison

211 There shall be a doorman on duty at Police Headquarters, each of the Precinct Stations and the Police Academy at all hours of the day and night, and he shall be under direct orders of the Of-

312. He shall be held strictly responsi-Me for the proper and thorough searching of all male prisoners before confining them to their ceds regardless of the fact that such presoners may have been nreviously searched by the arresting officer. or at a prior place of confinement. Doormen assigned to Precincts shall also thoroughly search all ledgers before permitting them to occupy any part of the Precuret Station for a nights lodging

PRECINCY DOORWEN

313 Precinct Doormen shall frequently during the day and at least every halfhour during the night, inspect the prison. and witness rooms if any) and, by care and varience, prevent secanes and sufcides and report persons taken sick

while in custody 314 They shall frequently clean and disinfect the cells of the prison after prisoners have been released therefrom. be held strictly responsible for the santtary condition of the cells in the prison under their care, and immediately report to the Officer in Charge any resided as

pire 315 They shall while on duty, allow no on be 1, corry the Reys of the prison of the 1 to it. I feel to it. I feel of the prison of the 1 to it. I feel of the officer or Chings the nover the Reys to such officer not error etc. Whether the control of the con

316 They shall refer all persons making magures regaring prisoners or poice business and all letters or messages to or from prisoners, to the best Lieu tenant and refrain from all unnecessary

charge 317 They shall unless properly exexact remain on duty until regularly reacted and inform the releving doorman of all matters whether.

of all nestern relating to the performance of the control of the responsible for the affective part of the responsible for the affective part of the responsible for the affective part of the responsibility of the respons

310 They shall see that food provided for presunces a his brint, oil, is properly distributed and priparty enter records of same in the book provided for that purposes. See that food is fresh and whole-scribed ration except as the direction of the Commanding Officer, when special means may be ordered and furnished to

desire tied persons
320 They shill in searching a male
prisoner take exceptional care that such
prisoner shall be thoroughly searched
and not be permitted to keep in his possession any drugs, I quorn or weapons,
or dispose of or secrete any money, valuables, or articles of evidence. Romove

a. All property unlawfully carried, or which is required as evidence b. All other property which a law-

fully carried but is designed to life, or which would facilitate escape c All other property which is cap-

able of bring used to damage or deface Department property

d. All other property, except cloth-

ing, if prisoner is intoxicated.

o If necessary, in the opinion of the
Officer in Charge strip prisoner of all
wearing apparel in order to make a

321. All property so taken from prisoners shall be properly about of placed in an cavelope or envelope provided for that proper giving date of arrest name of prisoner charge name of arresting officer, and a description of the property, and shall turn such property over to the Desk Lieutenami for safekeeping.

322 They shall have such regular hours of duty as may be prescribed by the Commanding Officer of the Present subject to the approval of the Chief of Police. They shall keep the business room clear of all persons except members of the Pepuriment necessarily there, and such persons as having business to

282. They shall be charged with the course of the office, electrically, Coloring who are defined from the course of the course o

worder

221 They are forbidden to early mea.

222 They are forbidden to early mea.

223 They are forbidden to early mea.

Proposed to the forbidden to the proposed to the second of the proposed to the second of the proposed to the second of the Olifeer in Charge of the proposed to the second of the Olifeer in Charge of the proposed to the second of t

DOORMEN -POLICE HEADQUARTERS

325 The Doormen assigned to Petite Recolograting and the unpertudent of the Conversation Officer of the recologration of the Spirite Officer of the recologration of the Spirite Officer or charge of the probe from and the conversation of the Spirite Officer To whall not leave Police Hada-parties for the preserved by the Commanding Officer To whall not leave Police Hada-parties to the commanding of the Dorselves to the rown action of the Dorselves to their own action of the Leaves at Vietne on punce basiness, and then of twister the property traceed. They from Police Hadaquatters at my commandiate from Police Hadaquatters at my commandiate to the commandiate of the commandiate from Police Hadaquatters at my commandiate the commandiate of the commandiate from Police Hadaquatters at my commandiate from Police Hadaquatters at my commandiate the commandiate of the commandiate from Police Hadaquatters at my commandia

300 Except by special order to the cruckly in risp and, given by one developed in the cruckly interest and the cruckly interest in the cru

corridor where the prisoner may consult with the resignated person or persons 327. The seed be super to all the Ruses and Regionators has down for the guidance, and government of Presenct Doormen, insofar as they are applicable.

WATEONS PRECINCIS

328 Matrons assigned to a Precinct shall be subject at all La es to the orders and call of the Commanding Officer of the Precinct to which she is assigned and shall have such regular hours as may be prescribed by the Commanding Officer.

pri strand by the Commanding Officer 329. They are it keep the Presenct Station of the are required to be cared for by the doorneys, and shall be charged with the economical use of cleaning supplies and utgestle, and the sanitary conditions

cns.
330. They shall be guided by and subjet to the general Bites and Regulations is a down for the government of all manufactures and early of the Teach

331. They sha, not permit the confinent in a co., of a foruse prisoner with a n.rsing buby. Cause any such prisoner to be dr. ored into the custody of the Matron at Police Headquarters. In any sinch reach, if the prisoner is until to care for the child, and the child cannot be the child, and the child cannot be the family or a more resultive, the child the family or a more resultive.

shal, be delivered to a hospital 332 They shall thoroughly familiarize themselves with, and be suverned by the Rules and Regulations la.d down for the guidance and government of matrons assigned to Police Headquarters whenever applicable.

MATRONS-POLICE HEADQUARTERS

333. Matrona assigned to Police Headquarters shid be under the experience of the Commanuing Officer of the Detective Division and or der the immediate supervision of the Superior Officer in charge of the Prison Foor and shall have such regular ho, to of duty as may be prescribed by said Commanding Of-

facer 334. They shall not leave Police Headquarters while on duty without permasion of their Commanding Officer and properly relieved, and shall confine cell block, except when necessary to leave on police business. They shall not take the keys of the women s cells from head from the confine the con

350. There shall be herd skitchly responsable for the proper and thorough searchback for the proper and thorough searchshall for the proper of the state of the state fange them to their coils or witness for forms. When searching any forsale presoner she shall take over that such presoner she shall take over that such in her possesson any sirty, if gorn, weapens, or to dispose of or service any memory values here or widness A matron memory values or evidence. A matron memory values or evidence A matron from the state of the state which is copable of being used to dismage which is copable of being used to dismage which is copable of being used to dismage and the lensined record in proper form, shall be made in a book provided for that purpose, of all such property taken from prisonr as not less to as a technique of delivered to the Superior Officer in change

for Amisteeping.

336. They shall be reaponsible for the
mafekeeping of all female prisoners entriede to the reary, and shall experience
through the reary and shall experience
thersexical such their naive and counteriors all dispart to their Communiing Officer all information concerning

217 They shall bestow every care and consideration open prisoners who are prograft with that it where immediate prograft with that it where immediate promptly in the consideration of the considerati

on here yet error in time.

3.5 They shall be thoroughly posted in the metaods of first and to the right of the metaods of sirst and to the right of the state of

can does not arrive in time.

239 They shall be responsible for the
proper treatment of female presents by
any person who may be privileged to see
them and shall be vigilant to prevent any
possible transfer of memories or other for.

port to their Commanding Officer any mistreatment by anyone of prisoners in

their care, and they shall see that food provided for prisoners who ref me 4, is properly distributed as I properly enter record of starbated as I properly enter record of the starbated and the starbated as friend and the starbated for prisoners except with the consent of the Comma duty of Officer when special ments may be ordered for designated prisoners, and enter the same in

281 Every by precal order to be contary in order case, given by a Case ordering in order case, given by a Case of certary measure or stitued to any feature of the certary measure or stitued to any feature of the certary walfare of such primers, precision of the certary walfare of such primers, propose with one place of such primers, one of the certary walfare of the primers with case of the certary walfare of the primers with case of the certary walfare of such primers with case of the certary walfare of the certary walfar

DETECTIVE DIVISION

designated person or persons.

342 There shall be a branch of the Department known as the Detective Diviaton which shall be under the supervision of a Supernor Officer I wan include the Day of A phi Detect to Baround Birea, of Criminal Josethica e and Records and such other B resus, Squads or I into an in the superiod of such members of the Department of the Comment of the Department of the Department

3.3 The Commonding Officer having agers, sino of the Detector Deviane shall have cognizance of all detective work of the Department, everling such invest, gat cess as may cone within the acope of the duties assigned to the personal investigators of the Director of Public Safety Touc Commission, of the personal staff of this Depart Chae on Lemonth of the Commission of the Department of the Peterson of the Department other than the Detector.

Director of Public Safety

S44 In the absence of the Chief and Dentsty Cl. (a or the Improvedum the Dentsty Cl. (b) or the Improvedum the Detective Birea, whall assume (...tred A. accompand of the Department during an accompand of the Department during was ordered by the Interest of Philadella Safety or the Fold Chief manner of the Ballety of the Fold Chief Chief of the Dentsty Cl. (c) and F. M. The resolution of the Ballety of the Chief of the Ballety o

cured 346. Members of the Day Detective Bureau shall, in turn, perform a tour of reserve duty as ordered by the Commandang Officer and shall not leave Headquartors, except on assignment without the permission of the Officer in Charge, they shall respond promptly and cheerfully whenever their services are recurred.

quired
347 The Night Detective Bureau shall function daily from 7 P M to 7 A M Members of the Bureau shall be on duty during these hours and at such other times as ordered or as their work may require. They shall report promptly for daty each night, unless or duty else-

where or properly excused 348 Fel ce Officers coming to the City from other Junade-tons who require the Foundation of the Lockette Bureau will be referred to a Dockette Bureau will end to the referred to a Dockette Bureau will end to the referred to the referred to the referred to the referred to the result of in their absence the Officer in Charge who will see that the necessary associance is furnished. Members deep seem of the respective Commanding Officer Informed of the progress of the case and

combine of the progress of the case and combine of the progress of refetcitive services shall, when it is possible to describe the services whill, when it is possible to do not be made to the College in Charge of either more than the contract the college of the contract the college of the c

able time 353 Assignment to and continuance in the service of the Day and Night Detective Bureause shall be dependent entirely be to the Lain member's conduct of a countrible to \$1 \text{ in the Lain member of the conduct of the countrible to \$1 \text{ in the Lain member of the countrible to \$1 \text{ in the Countrible to \$1 \text{ in the Countrible to \$1 \text{ in the Countrible to the Countrible to

COMMANDING OFFICERS— DETECTIVE DIVISION DAY AND NIGHT BUREAUS

251 Shall have command and control of the members as grad to the respective c mm ands subject to the direction of the Commanding Officer of the Detective Division Two sno, as that every case on mg within the scope of the division of the Detective Euroal is promptly to be kept an according and complete to be kept an according and complete.

352 Shall whenever it becomes necessary to absert themselves from their offices during their bours of duty place in chairs a Sucricy Officer of the Detec-

tive Eure-ui 353 Shall keep the Commanding Officer of the Detective Division fully advised as to the work of their respective bureaus, and where important cases are under investigation shall consult frequently and advise the Commanding Offloer of the Detective Division of such

profress as a being made
354 Report to the Commanding Officer of the Detective Davis on an writing,
all complaints against members of their
respective bureaus made by citizens or
members of the Department, and shall
take verbatim statements in all investigations they may make perfeating theregations they may make perfeating there-

355. Shall be responsible for the service of all criminal warrant delivered to them through proper channels and the commanding Officer of the Detective Division, a fundily support and an annual responsibility of the Commanding Officer of the Detective Division, a fundily proper and an annual responsibility of the Commanding Comm

Safety through the Chief of Police 357 Shall didly before 9 A. M., cause proper duplicate reports to be rendered to the Commanding Officer of the Detective Division of all completed and uncompleted cases handled by the members of the Night Detective Europau so that final ensignments may be made.

DAY AND NIGHT DETECTIVE

353 Shall when assigned to duty in the office of the Commanding Officer of the Day or Night Detective Barcaia be the limited ate assistant to the said Commanding Officer and in his absence during manning Officer and in his absence during the command of the Day of the Commanding Officer between the said of the Commanding Officer Be at all times throughly informed on

all matters and scientifics concerning the work of the said Detective Bureau so that we have be present early speed to like the hard before the present early speed to like the said of th

100 Ms. Il when assigned to the pass observed breast context the rest call of betterwise Breast context the rest call of betterwise Breast can be called the second of the

rear.

360. Shall be strictly responsible for
the conduct, due plane and efficiency of
all the members under their supervision
and for the general good order of the respective bureaus during their hours of
duty. Be particularly careful to carry
out the orders of their respective Com-

manding Officers Such orders shad not, except in cases of emergency, be countermended or set ander, but when such action is taken they will report in writing to their respective Commanding Officers their respective Commanding Officers

361 Shall after having read and explained all general and special orders, post sense on bit, all a beard provided for that purpose for a period of three days, after which they will be properly fixed.

SUPERIOR OFFICERS

592 Rigerior Othors shall, when in between of spinish audgesd to the Debendere of spinish audgesd to the Debendere of spinish and spinish

tions
363 Superior Officers shall daily invest, gate and check the work of members under their special supervision with the view of determining whether cases assigned to them have been promptly and properly investigated.

261 Superior Officers shall, unless otherwise ordered or absent on accessivy police business, be present at the regular roll calls. Prepare such detectives as are an bree ports, but energy for their day dote; and nicerm tenues, cess of all such diding a chart of their day of the control of their day of their days of their days

260 A. h. s.a.s.gried to d.ty an the Day or Night Delettre Bureau. Superior Orfices shall occrease the authority of their patton of criminal cases and in such other emergencies where conditions require that in the best interests of the ever thoy shall not unnecessarily countermand say orders of Superior Officers below the truth. or reedensity interface country tables of the control of the country of the country tables.

MEMBERS OF THE DETECTIVE

366 Members of the Detective Bureau abail be particularly charged with the present of crime and the investigation of crime in the area to be cally the detection of the control of the con

towards the footering of crime 307 Mombers of the Detective Bureau shall immediately after making an arrest file an arrest bank, correctly executed, with their Commandiar Officers: or in their absence, with the Officers in Charge, for those prasoners who are to be ingorprinted, etc., or for such prisosers as have pre-ous crimmal records. Members of both Bureaus shall be he.d Petronally responsible for strict compliance with this rule.

388 Stidd members of the Detective Bureau shall coperate with one another and with all other members of the Department of the previous and telegon permitted in the previous or and telegon permitted in the previous of the Coperation of the Coperat

809 They shall not interview or interfers with a plan not interfers with a feet with a state of the state of

370 Diless otherwise directed, they shall follow up each case saigned to them They shall interview conpliants without delay, and carefully ascertain the configuration of the configuration concerning on any perturent information concerning on the perturent information concerning on the configuration of the configuration of

westigation of which they are engaged TIT Thes a 2, from a area themselves with the Cr. and Crasca Body Cr. also become legge of one profests a fundamental with the various methods adopted, in the cent a swan of crame and in each a fundamental control of the co

gert marker

772 To nesure cooperation and unity
of actom, they shall report promptly to
of actom, they shall report promptly to
the shall report promptly to
the shall report promptly to
the shall report promptly
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be deemed punty of neglect of duty 373. They shall be specially charged with giving particular retest on to, and act, among the greatest passible degree of efficiency in, the auties of the particular squad or assignment to which they are

374. When leaving the City on pollos business for a paried of more than twenty-four hours shall, upon arrival at their destination, telegraph such fact to their Commanding Officer, or other officer in charge and keep in close communication and correspondence with the Department at all times during their absence. They shall communicate by telegraph the Lime of their departure for headquarters, and whether wish or without prisoner or

personers.

315 They shall not leave the City to conduct any investigation or to perform any act within the acope of their disten. without the express personesson of their Commanding Officer or the Officer in Charge, except when in immediate pursit of a figitive or in extreme emerst, to fa figitive or in extreme emer-

376 They shall subrait written report to their Commanding Officer on all matters usuationed to them for investigation Keep their Commanding Officers advised daily of the progress and developments in important cases to which they are as-

signed.

377 They shall not enter into official department correspondence over their signature, nor convey official department communications by telephone or otherwise outside the City except by nermination of their Commanding Officer.

378 They shall be careful that their inquiries do not unvecessarily endanger the reputation of any person who may be

the subject of their investigation.

When assigned to detective work spall seep accurate and compute record promptly sill reports or records a computer and the promptly sill reports or records a computer and the computer of the respective Commanding Officers or the Commanding Officers or the Commanding Officer of the Detective

Division.

380. When going out of the City for

prisoners, or on other business of the Department, styll, armed all a on their return furnish their respective for manding Officers with an atomized statement of for a personal expression, also the expression connected with the arrest and

transportation of the prisoner
381 They shall refrain from offering
suggestions or gaylig information other
than their exidence, unsolunted to the
court in the arrasponent or trials of any

prisoners
382 They shall keep important criminals constantly under surveillance, and report places of employment of such persons to their respective Commanding Of-

853 They shall bring before the Commanding Officers of either the Day or Night Detective Eureaus for questioning and linvest gation, all persons, whether arrested by detectives or other members of the Department, charged with crimes other than ord any muslemeanors, or those arrested on supp. on of having

than orthogry in stemesmore.

284 When it becomes necessary to act
as Agest of the State of New Jersey in
rendation sinterstate extradition) cases,
such member must first secure permission of the Chief of Police through his
Commanding Officer requesting the
County Prosection to designate such

member as Agent
385. When on duty at a location where
their presence may appear suspicious to
chizena they shall inform the Dispatcher
in the Radio Broadcasting Room as to
their location and the probable length of
time they will be mesent at such loca-

386 Upon assuming command at the or crit usen. They will not impose arb. trary of the ess orders upon other mement and was apply their experience and super suon to the execution of proper pol ce work con satisfie with the requiremints of the everge cy As soon as possible, after their arrival, they will rehave the members of other commands present, so that they may resume their regular assumments. They will at the emergency to the Officer in Command at Headquarters be responsible for the proper transmission of all teletype, telegraph, telephone, radio and other alarms, ing all details of emergency his activities, names and ranks of members of other commands presents, witnesses etc. 287 Upon return to duty, after a pertod of absence (mckness yar t or a etc.).

287 Upon return to duty, after a perfod of absence tackness varitors etc.), they shall thoroughly account themserves with all General and Special Orders published during their absence.

BUREAU OF CRIMINAL, IDENTIFICATION AND RECORDS

358 There shall be a branch of the Defective Dyzaton Known as the Bureau of Cennenal Identification and Records. It shall employ the Pingerprint and Photographic systems of destriction. The criminal records and photographs of the Proportion of th

289. It shall consist of the Lieutification. Photograph. Report, Correspondence Texture Lost of Store Property Section and Salva other sectors or units as ay be added from time to time and shall function (wenty-four hours each

280 It shall be in charge of the Chief Identification Officer, who shall have full supervision, subject to such rules and orders as may be issued by the Director of Pubic Safety, the Police Commissioner, Chief of Police, or the Commanding Officer of the Director Division.

CHILD IDENTIFICATION OFFICER

201 The Chief Bestification Office and substitution of the Maria State of the Chief Court of the Chief Chief

Identification Officer
392. The Chief Identification Officer
shall be subject to all the Rules and Regmintens, and down for the syndames and

government of all Communding Officers insofar as they are applicable and do not conflict with the apecific rules prescribing the duties of the Chief Identification Officer.

303. No member of the Department abail be permitted to search any of the files of the Bires, of Crimonal Recentiseation and Records, except such desirant or effects attached thereto and any information actures or data on the in the Biress, shall be obtained in the integral and a second and the contraction of the con

201 The employees of the Eureau shall be on duty during such hours as may be ordered, they shall be punctual in reporting for duty and shall give prompt and disgent attention to all work assigned to it dem No mi more of the Eugen to the state of the st

Charge of the Detective Bareau
305 Upon giving out any gitzane, communication or crimmal record, to meamunication or crimmal record, to meamunication or crimmal record, to meamunication of the detection of the detection
and rotation of the detection of the detection
properly executed sugned and filed, or
that a proper record are to be taken from the
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in Charge
396 For further information and regulations governing the Identification, Photograph, Report, Correspondence, Teletive, Lost and Stolan Property Sections or other sections or units which form part of this Bureau, refer to Manual

POLICE ACADEMY 397 There shall be an Academy for

Tablisher for the purpose.

Accelency that, with maintance of such accelence to the control of t

259. Said Commanding Officer shall have such hours of day as may be preserved, by the Director of Publer Safety. He shall be subject to all the Rules and Reguldtons for the guidance and government of remembers of the Department of equal rank, insofar as they are applicable and do not confict with the specific Fulles and Reguldtons preserved by the process of the Police Accidency.

500 Members of the Department ordered to attend the Academy for training and instruction, shall obey and respect the Officer in Chargo and his assistants, and shall give strict attention to such training and instructions.

401 The Police Academy what he open during such hours as the Directors of Public Safety may designate, and all members of the Department required to attend shall report promptly at the time ordered faiture to attend (unless properly excused, in which event the Officer in Catarge of the Academy shall be notified by more than the order of the contraction of the control of the con-

account of the command of the Accident what report in writing to the Chief of Police any absence, instention or improper conduct on the part of any or improper conduct on the part of any absence, and the control of the Chief warm of the Department when the course of training only complete the course of training only complete the course of training only complete the course of training the course of training only control of the course of training to quality in the part of the course of training to quality in the course of training to the course of training to the course of training to the course of the cou

Academy for an additional period, at such time as directed by the Officer in Charge of the Academy, through the Chief of

403 Note For further information and regulations governing the Chemico-Technica, and bellistics Laboratories, Athlete Instructors, Fistol and Rifle Ring go or other sections or units which form part of the Academy, refer to the Manual of Procedure.

SPECIAL SERVICE AND CENSOR

404 There shall be a branch of the Department known as the Special Service and Consor Barreau, which shall be under the personal direction of a Commanaing Officer designated by the Director of Public Safely, through the Chief of Folice. The personne, thereof shall consist of such members of the Department is may from time to time be assigned thereto by the Director of Public.

Safety
405. Members shall have such regular
hours of duty as may be prescribed and
shall report promptly, unless on duty
elsewhere or otherwise ordered. Members of the Burna, shall report to their

Communiting Officer

408 They sha. make anvest-gations
for any branch of the Department on request. When caucal upon by other divisons to take statements they was see
that a member of the division requiring
their services stands by what statements
are the statement of the property of the
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in proper manner, as witnesses 607. They shall act promptly on all duties assigned and respond to all calls for services requested by other divisions of the Department. Any member of the Bureau fa. ag to respond or to perform duty requested by any branch of the Department, may be charged with derelic-

tion of daty
408. Whether the services requested
by office divisions comes within their
scope of daty shall not be determined by
them. They shall respond to all calls
cheerfully and allow the question of propriety of call to be decided by their
Superior Officer after rendering service.

Superior Officer after rendering service 409 If naccisary, they shall call upon any branch of the Department for assistance, and any member so called shall re-

apond promptly
130 They shall not sign complaints
for court action unless arrest was made
by them, or they have sufficient knowledge of the case to make such complaint.
431 They shall assist in the investigation of sex erimes, abortion, etc., the apprices since of forture telleric or other persons where due to conditions, policeworden may work more efficiently and

obtain better results than detect ves 412 They shall pay particular attention to theatres, halls, suggested centers, and all public places where "Mashers" may supply or insult women or

children.

413 They shall be specially charged with the enforcement of all laws and ordunances affecting juveniles. Report all conditions which might serve as a controlled the serve of the chinquency, such as improperly supervised dure halls pool parters, etc or other places where annuement devices attract minors and where their mograls are likely to be and where their mograls are likely to be

corrupted so that proper action shall be

414 They shall make subsequent investigation in cases of juvenile arrests, as to their home environment and other factors contributing to their delinquency

factors contributing to their delinquency 415. They shall cooperate with all orgamizations, welfare societies homes or institutions interested in the social treatment and rehabilitation of juvenils delinquents and wayward minors, when

called up to

116 They shall be charged with the

supervision of all public holls, theatres, notion picture bowes plays, shows and exhibitions performed, acted or represented shown or es which on any public stage, screen, house or room or other place waterever, within the City, and the display or any protess or desplay advertisements, marofar as morally and de-

Cency are concerned.
417 They shall keep on file a roster of all public balls, theatres, and motion points houses and cooperate with the License Division so that the Censor Billian are to the opening or closing of or charge of ownership, or

management or control of such places, 418. Upon being not fled of any change of owner-byp, manager into received a any sich place, I shall be the duty of the Guisor Durenu to acquain the new owner, or owners or management with the rules and regulations governing such places insolar as they pertain to the re-

gurements of the Censor Eurosa 110. They shall cooperate and coordinate in the matter of consorship of plays, shows, motion pictures, etc., with all organ zulons having committees at

pointed for this purpose

CHAPLAINS

420 Chaplains shall have the assim-

421 They shall visit the sick, injured, and dying members of the Department and administer to their spiritual welfare.

432 They shall be attired in the prescribed uniform or in the public elerical garb of the Church to which they belong, and wear the insignia of their office when appearing in their official capacity upon any public occasion.

423. They shall be treated with the courtesy and respect due to their calling. 424. They shall be authorized to visit Precioci Stations and Department offices and to converse with any member of the

DEPARTMENT TELEPHONE SYSTEM

425. A telephone system shall be maintained for the transm-saion and receiving of telephone messages connected with the services of the Police Department, and shall be under the direction of the Commanding Officer of the Detective Division, subject to the orders and immediate supervision of the Chief Telephone Opera-

CHIEF TELEPHONE OPERATOR

426. Shall be in direct charge of the telephone operators and such other personnel as may be assigned to this unit to

assist in cases of emergency
427 Shall give complete instructions
to those assumed to switchboard duty.

and keep accurate record of the time each

128 Shall operate one of three positions and supervise work of operators on the other two positions and investigate all service complaints

420 Shall assist in the dispatching of alarms and notifications to the various div some of the City Government of con-

disons that cone, in them
430 Sh. I arrange with the New Jersey Bell Telephone Company to have a
sufficient amount of eq. ipment in service
to handle Department Telephone Traffic
without dalay and see that all Trank,
Tio and Extension Lines and Bridges of
some are working in a satisfactory man-

ASSISTANT CHIEF TELEPHONE

OPERATOR

431. He shall perform the duties of the
Chief Telephone Operator during his absence and such other duties in connection
with the Department. To enhance the

come receptions Operator during his absence and such o' her duties a connection with the Department Telephone Commun into a System at such hours as may be directed by the Chief Telephone Operator or by the Commanding Officer of the Detective Division

TELEPHONE OPERATOR

432 They shall answer all signals promptly in the following order, and us-

ing the following phrases
1 Recall Signals (Yes, Please)

2 Incoming Eignals (Police Department, Operator # -)
3. Extension Signals (Your Call.

4. D second Elganis (Wasting) 433 They shall give progress reports

minutes chied extension has not answered give a "Don't Arswer" report.
424 They shall not carry on any extraneous conversation or make any coment to calling party, only such as necessary to secure the proper information to complete the call.

435 They shall acknowledge all requests for service by repeating the extension number, Precinct, or Division requested

436. They shall be charged with the proper and efficient performance of such dather as one preparabed.

437 They shall while on duty, be converted as the switcheard Abrupt brusque or uncoverned as the switcheard Abrupt brusque or uncoverned to calls will not be tollowed as the switchest of the sw

438 They shall pervit no person, whether or not a member of the Department, except Commanding Officers or persons properly authorized, in the telephone operator's room, nor permit any persons to overhear the transaction of chical police business by te-conone, and beautiful police business by te-conone, and beautiful police business by the transaction of chical police business by the transaction of chical police business by the transaction of chical police business by the transaction of the transaction

439. They shall under no circumstances, give out information concerning police business to any person, except to the member of the Department for whom intended. 450 After completing a connection, they shall refrain from 'Listening In' on a temperature control to except when ordered to do no by the page reddeers.

44. They shall under no circumsternes, leave the faccinon switchboard without fer's be of relieved by a competent person and then only or permission of the Ch of Telepione Operator, or, a his absence by the Commitment Officer of

112 They shall perfer duty at such hours as may be directed by the Commanding Officer of the Detective Division, or in his absence by the Chief Telephone

443. They shall in an emergency and when necessary for the protection of ite and property, immediately notify the Desk Officer in the Procinct concerned, also notify the Desk Officer and apparent Proc nots, and any other units whose processes and any other units whose any other units whose

SURGEONS DIVISION

444 The Surgeons Division shall conzed of the Chief Surgeon Assistant Surgeo s and such certical force that may be assigned thorsto by the Director of Public Sitely under the supermission of the

Charf of Police
43° The Chief Surgeon, or one of his
assistants, shall visit Police Headquarters
daily at a time agreed upon by the Sur-

goon and the Chief of Police.
46. Departmental duties shall take
priority over the 6.mands of private
practice, except in cases of emergency, or
other unusual circumstances.

447. Tipon receipt of notice that a member of the Department has reported sick. or mured it shall be the duty of the whom such case may be assigned, to visit examine and ascertain if his disability is He shall then fill out and fic the sick rethe case. Such subsequent visits as may be necessary to keep properly informed on the progress in each case shall be duty of the Surgeons to closely observe all, a ck and ini ired members and to order them to report for duty when sufficiently recovered Notice of such order shall also be given the Commanding Officer of the Precinct or other branch of the Department to which such member is asangmed.

448 Surgeons shall in all cases of the Encience or righty of members of the Department, as it on arrich obelients to all partment, as it on arrich obelients to all on the control of the

by such member
449 The Chef Surgeon shall carefully
examine all mombers applying for permission to leave the City became of ill
health, submitting to the Chief of Police
a written report in each case, together

111

with such recommendations as he may deem proper and in the interest of the service. No such leve, however, may be granted except by the D review Power and be granted except by the D review Power as as the leave has been granted the Chief Surgeon small require the member affected to value writter report of the progress of his case to him weekly or to have such nembers abyse can do so,

450 The Chief S mean shall shorts to be Chief S mean shall shorts to be Chief of Del or written report in the case of any member of the Department And-bedful archit es add only on the preferes of a cliness or injury, who a not be compared to the control of the control of the chief of the ch

age of the state of the compensation, the compensation of the comp

quested to do so by a Commanding Officer, but only where such fernale is accompanied by a Policewoman or Marton panied by a Policewoman or Marton of the foreign reason where required in each such rase a certificate was the susted at the time of examination in complete made and field in the Chief Surgions of the cand a full report mude to the Commanding Officer of the Presenct or Butter of the Chief Surgion of the Presenct of the Commanding Officer of the Presenct or Butter of the Chief Surgion and the Chief Surgion is the Chief Surgion and the

TELEGRAPH SIGNAL BUREAU

Office.

453 There shall be a Telegraph Signal Bureau, the personnel thereof shall consist of a Superir tondent, and as many linemen or other members of the Department as may be assigned to duty therein from time to time by the Director of

4"4. The said Bureau shall be under the supervision of the Superintendent of Police Telegraph Suna. System, subject to the orders of the Commanding Officer

455. The Superinteredent shall be held responsible for the proper necknascal and electrical operation of the Telegraph. Separation and System throughout the Department wires, equipment and electrica, separatical runs in the system and New partner and eventual and to use in the system and New passes in use in the system and New passes in the interest of the system and New Partner and Separation and installation work pertaining to maintenance of the system. Be subject to call at any hower of the days or night for the other systems.

necessary repairs to the system. Be immediately notified of any defects in the

456. He shall be held responsible for the conduct and proper performance of disty of the members of the Eurois. Receive at his other as reports from themeter or other members of us count and all veryorists of work saugned to them and shall keep or cause to be kept accurate and proper recorded of such information.

The shall be held responsible for the proper care, use and screping of all Department property, including signal design, signal boxis, controllers, wires, cables, tools, batteries and battery instead, as well as all office equipment including records, books, charts and files, and so and the same of the sa

"38. He shall with the approval of the Communicacy Officer of Predicts, arrange a schedule for weatons or other absences of linemen or other members of the Bureau, so that a sufficient number

are available for any emergency 450 He shall instruct members of the Department, who may operate the various apparentment, who may operate he various apparentment, who may operate and his surg of same and profit of the same of the complete with the shall report to the Comma sing Officer of Treaches any damage to any apparatus, or any part thereof caused by the carriess use of same by Department.

members
460. He shall submit regulations and
samples of all materials and forms to be
used in the Bureau to the Clerk's often
and when supplies are delivered, will see
that they conform to specifications.

114.

461. He shall submit a written report to the Commanding Officer of Precincts from time to to be of the condition of the system and during the first week of January each year shall submit a consolidated report of the artivities of the Tele-

graph Signal Bureau for the year 462 Linemen or other members assigned to the Telegraph Signal Bureau shal, have such regular hours of duty as prescribed by the Superintendent.

AUTOMOBILE MAINTENANCE AND EQUIPMENT UNIT

463. Under the supervision of the Chief of Poles, there shall be maintained in the Department a Unit Import and Automobile Maintenance and Equipment Unit. Personnel of this Unit shall consist of a Superior Officer in Charge and such members of the Department as may be assigned by the Director of Public

Safety
484 The Superior Officer in rharge
thereof shall be responsible for the discpline and efficiency of his asbord-nates,
and shall have the power to make arch
minor rules and regulations governing
department motor vehicles, as he may
department motor vehicles, as he may
demancement, superior to the approval

deem necessary, subject to the approval of the Chaef of Police
46. He shall have general supervision of all department submobules and equipment portaining thereto, and all department of submobules and equipment portaining thereto, and all department of submobules as the submobules of the submobules

ing chauffeurs will be deemed neglectful and will be removed from detail and sub-

46" He was be charged with the maintenance and repair, days, ng and polishing of as department asternor less and

high on the support electron so of granges.

In the property of the Commanding Officer of the Preventer of the Commanding Officer of the Preventer of the Property of the Commanding Officer of the Preventer of the Property of the Preventer of the Property of the Preventer of the Property of the Preventer of the Preve

CHAPPERITO

400 Under no circumstances shall be backferra above some except members of the Department to ride in bepartment to ride in between the ride in the r

472 They shall see that oil as at proper level in the cranscase, and shall fill radiator and facil tank and leep record of the oil and fuel used and mileage as recorded on the speedometer and shall frequently test thes for proper air pressure and 473 While on duty in Presincia, they shall keep the garage and shatting ranways are ways and safetime residence and sample of the shall not permit dark or ribbsh to accimulate in any part therefor They shall keep entrances to the garage, and an addensafe, yarde, and area-

NAMES AND ASSESSMENT

474 Members and employees of the Department are positively fortudent to driak any kind of intoxicating lequor when on duty or in un form nor shall any member at any time when in aniform, except in the performance of duty, enter any place in which intoxicating liquor is

475 No intoxicating Louer shall be brought into, or kept in any Precinct Statton or in any Department building or part thereof, except at on otherally seized, or an argent necessity upon the advice of a Department Surgeon, or other repu-

table physics an 476. Members off duty are forbidden to see antoxicating layer to an extent unfitting them for actual duty, as they are subject to call at any time their nervtices may be needed. Members taking medicine containing neohol, shail report to a Department, Surgeon before going on duty. Members, therefore, shall learn from their physician the nature of any

medicane prescribed for them
477 Super.or Officers shall send before
a Department Surgeon for immediate examination any subordinate member reporting for duty, or found on duty, in an
unfit condition, if such condition is beteved to be due to the use of intoxicants.

-

SPECIAL DUTY

178 Members of the Department assigned by the Director of Preble Safety to the Division of Dog Control, Parking Materia, Alcohol e Bergary Control or any other Division of the Prepartment of Public Safety or Division of Cty Government, Shall in use such hours of division performs and fallow as a substitution of the Division to which they are assigned, subject to the supervision and approval of the Division to which they are assigned, subject to the supervision and approval of

479 The Rules and Regulations of the Department are applicable to all members of the Department, including evillan embers bear These rules, especially those governing their respective ranks, governing their respective ranks, are ilso applicable to me bear of the Department, and in the properties of the properties of

AMENDMENTS TO BULES AND REGULATIONS

480. The Rules and regulations of the Department may be amended, revoked or suspended, in whole or in part or additional once may be made from time to time, as the circumstances, or the good of the service may require, by the Direc-

tor of Public Safety
481. When notice of any amendment,
alteration, or new Rule or Regulation is
given to the members of the Department,

correction and Insert such change in

For duties and Regulations governing the following subjects and units of the Department refer to the Manual of Procedure

CIVILIAN EMPLOYELS
THE CLERKS OFFICE
PROPERTY CUSTILIAN
IDENTIFICATION SECTION
PHOTOGRAPH SECTION

REPORT SECTION
CONSESSONDENCE SECTION
LIST AND STOLEN PROPERTY SECTION
TELETYPE SECTION
CHEMICO-TECHNICAL SECTION
RAFLISTICS LARGEATORY

ATHERTO INSPRICTOR
PISTOL AND RIFLE RANGE
SUMMONS AND TRAFFIC REGULATION
APPEARS

ARRESTS
JUVENILE OFFENDESS
TESTIMONY IN COURT
DEATH BY CHMINAL VIOLENCE
DYING DECLARATIONS
FIRS, RIOTS, EMERGENCIES
ELECTION DUTES
SIGNIESS AND SIGK LEAVE

ARSENCE
STETENSION
TRANSPESS
RESIGNATIONS
GIFTS, GRATUITES, REWARDS
PROPARTY
COMPERATION

UNIFORMS AND EQUIPMENT CORRESPONDENCE DEPARTMENTAL RECORDS THE FLAG

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they shall promptly make the necessary 118

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POLICE DEPARTMENT NEWARK NEW JERSEY

September 29, 1976

SWN 18-2

MEMORANDUM FROM THE POLICE DIRECTOR NO. 76-310

TO: COMMANDING OFFICERS - ALL COMMANDS

FROM: POLICE DIRECTOR

SUBJECT: REVISION TO RULES AND REGULATIONS, SECTION 7:17, DEPARTMENT FUNERALS

- Revisions to Section 7:17, Department Funerals, is being made to:
 - Institute the selection of a Service Officer for Police Officers and a Service Officer for Superior Officers of the Newark Police Department.
 - (2) Create a standardized procedure that will convey a sympathetic and helpful attitude toward the widow and/or survivors of the deceased member during their period of emotional crisis.
 - (3) Insure that the widow and/or survivors receive all the monetary benefits that are legally forthcoming from the Police Department and the City of Newark and to further assist the family by advising them of other possible sources of hemefits.
- Effective immediately, Rule 7:17.1, "Commanding Officer to Contact Family of Deceased Nember", shall be changed to read:
 - 7:17.1 Commanding Officer to Contact Service Officer.
 Upon the death of a deceased member of the Department,
 the Commanding Officer of the deceased member shall
 contact the Service Officer who shall:
 - (2) Acquaint himself with the family conditions of the deceased member and personally take the following actions:
 - (a) Visit the family and offer the condolences and support of the department and brother officers.

- (b) Tactfully inform the family of the need to return the service revolver immediately, and mention that he will contact them at a later date for the recovery of other department igsued equipment.
- (c) Make arrangements for proper funeral escort and/or pail-bearers, if the family so desires.
- (d) Ascertain, from the family, if the deceased member had a close associate within the department. If so, and if the Service Officer feels it necessary, request from this member's commanding officer, that he be temporarily remarking to assists him in rendering services to the family of the deceased member.
- (2) Be responsible for rendering the following services:
 - (a) Determine where the services are to be held, the date and hour of burial, place of internment, and promptly relay this information through proper channels to the Chief of Police.
 - (b) Act as lisson officer between the Chief of Police; police organizations, i.e., P.B.A., S.O.A., and F.O.P., and the family.
 - (c) Contact the funeral director and arrange for the return of any department equipment (e.g. badge and/or hat wreath) prior to burial.
 - (d) Coordinate the collection of and be personally responsible to insure that the widow and/or survivors receive all the monetary benefits that are legally forthcoming from the Police Department and the City of Newark.
 - (e) Further assist the family by advising them of other possible sources of revenue.
 - (f) Gollect and return to the family, the deceased member's personal items (e.g. contents of locker and desk).
 - (g) Maintain contact with the family of the deceased until his services are no longer required.

- (3) Arrange to have all the deceased member's issued department equipment (as itemized in Department Rules and Esgulations Chapter 18) picked up as soon as is tautfully possible after the funeral
- Commanding Officers shall designate a member, responsible for distribution within their Command, to pick up the required number of copies and sign form DP1:1501 at the Police Property Room.
- Upon receipt of this Director's Memorandum, each member shall insert it in their Manual of Rules and Regulations.
- Pending the publication of a completely revised Chapter 7 for the Manual of Rules and Regulations, department members shall refer to and be guided by the provisions set forth in this Memorandum for Rule 7:17.1.

BY ORDER OF:

HUBERT WILLIAMS POLICE DIRECTOR

HW: DCD:md

FOREWORD FROM THE MAYOR

During our City's 300th Anniversary I feel doubly honored to greet you as a member of the Nework Police Department, an organization bearing a proud tradition, one hundred nine years old.

In the 1850's it was for Newark and a few other old eastern cities to lay the ground work for the municipal policing concept as we know it today in this country.

Though in his edition of the Newark Police Department Rules and Regulations, concern for rules still remains the principal feature, considerable effort has been exerted to make this manual more than merely a rulebook. Rather it has been designed to provide the faundation for enlightened personnel policy. It stands as a statement of good feith in setting out the rights and obligations of each member, the means of radress, and the obligation of each individual toward his fellow one.

In short, this manual purports to strengthen the Police Department by enhancing the standing of each member in it.

74-10

FOREWORD FROM THE POLICE DIRECTOR

The history of mankend indicates that in order for a government to survive there is a need or selected undivulate to happlied and enforce the laws, Laws evolve through mores, outsoms and religious practices and act as the mortar works holds together the individuals in each group. As culture and civilization progressed, and concernitant with these antiles, the enlightened principles of democracy brought forth these antiles, the enlightened principles of democracy brought forth dependent low enforcement agencies which are charged and only officially considerable and the control of the c

Rare is the agency that is charged with so profound a responsibility, and unique indeed is the role of the police officer, who appropriate of the rights of our society, is the person. Ticcition and symbol of government, it is only through the direct approaching of the police person permitted to the police that lows become effective instruments of guidance. This is a police officer stands in the delicate balance of several profits of the police that lows become effective instruments of exercise that the police officer stands in the delicate balance of several profits of the several profits o

Experience condusively proves that in order to assist the police officer in the proper full-liment of his duries and responsibilities, that a code of rules and regulations must be enacted, Hence this Manual of Relies and Regulations. The rules set forth therein acfine the lines of authority, requiste duries and case of conduct for all police personnel and civilian embloyees of the Neward Police Department.

Every individual in the Nework Police Department, whether civil nor uniformed, is charged with the presumation that he knows and understands all the rules and regulations, it is acknowledged that this Memoul of Rules and Regulations cannot conceivably embrace enjoy struction. Accordingly, every member of the Department may at times be called upon to exerce is auroit pudgment. When circumstrace ermit, however, it is the responsibility of the individual concerned to obtain the advice of any available supervisor.

Givilian personnal must realize that they are an integral part of a time-honered agency which randers important and essential services to the citzens of Nevorik. Police officers must understand that they constitute a part of a proud and respected tradition in this City desicated to the safety, security and well-being of its citizens. To bring discredit and delahoner to the uniforg and the Opportment is naciously, able, let service to the people and credit and honer to the Opportment is must be our present.

Danmer A String

FOREWORD FROM THE CHIEF OF POLICE

This revision of the Manual of Procedure and the Manual of Rules and Regulations to be known as the Newark Police Department Rules and Regulations has been prepared to provide each member of the Department with a general guide to assist him in the proper performence of his assigned duties.

More than a simple revision of the prior Manuals issued on May 1, 1948, this work contains specific information which has been arranged in a more logical fashion. It is now easier to read and easier to locate a given rule. Unnecessary and autitated language has been deleted.

This Menual has been so designed that periodic revisions can be made with the facilities presently possessed by the Police Department. With this is minic, decisions have been made to delete certain subjects and to include others. It is intended that the Rules and Regulations will be updated as dictated by changing cond inors. Moreover, some sections of the present content may be withdrawn and either converted into General Orders or into a Unit News of the converted into General Orders or into a Unit News of the Control orders or into a Unit News or the Control orders or into a Unit News or the Control orders or into a Unit News or the Control orders or into a Unit News or the Control orders or into a Unit News or the Control orders or the Control orders or into a Unit News orders or the Control orders o

This Manual is not intended to provide detailed procedural steps for each course of police action; this is the function of the General or the Special Order, or in other cases, of a unit manual which outlines standard operating procedures.

The Department expects that each member will so conduct himself under the general guide lines set drawn in these Rules and Regulations and will apply himself to the knowledge made available in Departmental training programs so that in exercising judgment, discretion and social consciousness, the collective effect will enhance the professional position of the Police Department.

Oliver Kelly, Chief of Police

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GUIDE LINE FOR MEMBERS - SUBJECTS OF

G.O. 40. 68 - 3 Rev. EFFECTIVE DATE JUNE 21, 1971 ELCTION CODE

SUPERSEDES | ORDER | DATED | April 17, 1968

The purpose of this order is to set forth guide lines for members of the department who are questioned in connection with an official investigation.

This order consists of the following numbered sections:

- I. LATRODUCTION
- II. GUIDE LINES ESTAD ISHED FOR INTERNAL INVESTIGATIONS
- III. GUIDE LIKES ESTABLISHED FOR EXTERNAL INVESTIGATIONS
 - IV. RESPONSIBILITY FOR COMPLIANCE
 - V. EFFECT OF THIS ORDER

I. INTRODUCTION

A. Members of the department fall into two (2) categories -civilian employees and members of the uniformed force.
In addition to express statutory rights and outles, all
members are subject to the general rules of the law which
govern employer-employee relations and the rules and regulations of the department.

Members of the force nold a unique status as public officers in that the nature of their office and employment involves the exercise of a portion of the police power of a municipality. This responsibility necessarily involves comunity wide contacts with the general public, government officials, representatives of business and comerce, law enforcement officers, and with other department members.

Historically, conflicts and differences have grown out of man's contact with his fellow man. Accordingly, then, out of these police-public relationships, questions sometimes arise concerning a member's actions and an officer sometimes becomes the subject of an official investigation.

NEWARK POLICE DEPARTMENT GENERAL ORDER

To insure that these investigations are conducted in a manner which is conductive to good order and discipling and in a manner whom is both fair and equitable to the police-Subjects of the investigation, the guide lines set forth in this order are energy established.

II. GUIDE LINES ESTAULISHED FOR INTERNAL INVESTIGATIONS

A. Time of Interview

The interviewing of a newer shall be at a reasonale nour, preferrebly when the reader is on duty, unless the exquencies of the investigation dictare outerwise. Where practicable, interviewing small die schedule for the duptite and the temporary reassignment of the varient to duttie four may be exployed about a fifty and in the straining termination of the contract of the contract of the investigation and the collapsing officer of that office folds the ecosion; if a leaber if the order on his own the circumstantial submittan overtime report form

Place of Interview

The interviewing of a member shall take place at a location designated by the investigating officer. Usually, it will be at the Internal Affairs Division, the command to which the investigating officer is assigned, or at the precinct within which the incident allegedly occurred.

C. Name of Investigator

The nember shall be informed of the rank, name and command of the officer in cnarge of the investigation, as well as the rank, name and command of the interviewing officer and all persons present during the interview. If a member is directed to leave mis post and report for his interview to the state of the command and the propely notified of this whereallouts.

D. Nature of Investigation

The member shall be informed of the nature of the investigation and the name of the complainant before any interviewing commences. The addresses of the complainants and/or witnesses need not be disclosed, however, sufficient information to reasonably apprise the member of the allegations

NEWARK POLICE DEPARTMENT GENERAL ORDER

should be provided. If it is known that the member being interviewed is a witness only, he should be informed at the initial contact.

F. Interview Reasonable Duration

The interviewing shall not be overly long. Reasonable respites shall be allowed. Time shall also be provided for personal necessities, meals, telephone calls and rest periods as are reasonably necessary.

F. No Duress

The member shall not be subjected to any offensive language, nor shall he be threatened with transfer, dismissal or other disciplinary punishment. No promises of reward shall be made as an inducement to answering questions.

G. Recording , imited

The interviewing of the ember shall not be recorded mechanically or by a stenographer. EXCEPT that, when the investigation is conducted by the Internal Affairs Division these methods may be used at the discretion of the investigating officer. All recesses called during any interview, as well as the time at the beginning and the time at the end of the interview shall be recorded.

H. Constitutional courses

If a member is under arrest or is likely to be; that is, if he is suspect or the target of a criminal investigation, he shall be given its rigits pursuant to the Miranda decision as set forth in DP1:1639.

Right to Counsel

In all other cases, the law imposes no obligation, legal or otherwise, on the Department to provide an opportunity for a member of the force to consult with counsel or anyone else when questioned by a superior officer about his employment or matters relevant to his continuing fitness for police service. Nevertheless, in the interest of maintaining high morale, the Department shall afford an opportunity for a member, if he so requests, to consult with counsel before being questioned concerning a violation of the rules, regulations and procedures, provided

HEWARK POLICE DEPARTMENT GENERAL ORDER

the interview is not unduly delayed. However, in such cases, the interview may not be postponed for purpose of counsel past 10 A.M. of the day following the notification of the interview. Counsel, if available, and a representative of the member's command may be present during the interview of a member of the Department. Obviously, requests for an opportunity to consult with counsel in connection with minor violations, such as entires, etc., will be for the present during the connection with minor violations, such as entires, etc., will be such as the minor violation of the connection with minor violation of the connection with minor violation for the present of the connection with minor violation with the connection with minor violation of the connection with minor violation of the connection with the connection w

J. Pertinent Questions to be Answered

In cases, other than criminal, the refusal by a member to answer pertinent questions may result in disciplinary action.

III. GUIDE LINES ESTAGLISHED FOR EXTERNAL INVESTIGATIONS

A. Referral to Internal Affairs Division

All investigators from any agency outside the police department who are conducting an investigation regarding a complaint against a member of this department, will be referred to the Internal Affairs Division at Police Headquarters.

B. Officers' Rights Protected

The commanding officer of the Internal Affairs Division shall arrange for the investigators to speak with the member concerned, allowing the member reasonable time to obtain counsel from the Law Department in proper cases, or private counsel at his own expense, should he so desire.

C. <u>Internal Affairs Division Responsibility</u>

In the absence of .o.msel, the member to be interviewed shall be advised of .ns rights by a superior officer assigned to the Internal Affairs Division prior to his being interviewed by an investigator from an agency outside the Police Department. He shall not be required to furnish a written statement, or a written report to the investigators, nor to sign any written document presented by them.

HEWARK POLICE DEPARTMENT GENERAL ORDER

D. Report Required

Immediately after the interview, the officer shall submit a report to the commanding officer of the Internal Affairs Division setting forth the questions directed to him and all summers to the case of vis knowledge and ability. This amount is to the case of vis knowledge and ability. This viewed on the same satter or if his answers are challenged at a later date.

IV. RESPONSIBILITY FOR COMP. LANCE

All members are responsible for complying with this order.

V. EFFECT OF THIS ORDER

All previous orders and sections of the "lewark Police Department Rules and Regulations" which are inconsistent with this procedure are repealed.

> John L Redden JOHN L. REDDEN DIRECTOR OF POLICE

JLR:my

Distribution:
All functional and geographic units

All Department Personnel

Index as:
 Guidelines for Members - Subjects of
 Official Investigation
 Investigations of Department Personnel
 Departmental Investigations of Personnel

INTRODUCTION

1:1 ESTABLISHMENT OF NEWARK POLICE DEPARTMENT RULES AND REGULATIONS

11.1 Rules and Regulations Established The Newark Police Department hereby establishes the Department Rules and Regulations under cover to be known as the Newark Police Department Rules and Regulations.

11.1.2 Distribution of the Manual. One copy of the Rules and Revolutions Manual shall be distributed to each police officer and to certain envision employees of the Police Department Alon, for reference paposes, copies shall be distributed to the Office of the Department and to certain offices, tons, divisors and commands within the Police Department. The order confuncts with the properties of the order of colling the distribution of the Newerk Police Department Rules and Regulations Luss the civ. an employees and police officers citatife to receive a copy polices and police officers citatife to receive a copy.

11.3 Respossibility for Maintenance. Each police officer, each civilian employee, and each divisional superior officer in charge of an office that is assigned a Manual shall be responsible for its maintenance and acre. All Manuals shall be kept current and supplementary pages concerning additions, revisions or amendaments, shall be promptly and properly inserted.

111.4 Responsibility for Issuance of Amendments. The Commandag Officer of the Planning and Research Office shall issue all revisions, amendments hand other changes of the Ruler and Regulations the shall maintain a distribution list, and shall notify the Office of the Cheel of Police and the Office of the Commander of the Administrative Division when any change in the distribution procedure is necessary.

1:1.5 Additions and Amendments or Revisions. When a section is amended, revised, or added to, the new section shall be inserted according to number and title as set forth in the instructions contained in the order accompanying the supp.mentary, sheet. Generally, a full page replacement will be insued for insertion to replace the page containing the amended or revised section. When a page is an addition, instructions shall also be issued for the discertion. Instructions shall also be issued for the discontinuous of collabel section.

1:1.6 Familiarization. Each police officer and each covarian employee are duty bound to thorough y familiarize themselves with the provisions of the Ruler and Regulations. Failure to comply shall be considered neglect of duty.

1:1.7 Ignorance of the Rules. In the event neglect of duty is charged against a member for failure to observe the Rules and Regulations, Departmental Procedures or Orders, ignorance of any provision of this Manual or of any Departmental Procedure or Order will not the accepted as an excuse.

11.1.8 Right to Amend or Revoke. For the good of the service, in accord with N. J. Statute 40 47-1, the right is reserved by the Police Director as the representative of the governing body to amend or to revoke any of the Rules, Regulations, or Procedures, or add thereto, as the circumstances require.

1:1.9 Previous Orders, All Rules, Regulations, Procedures, and Orders, previously usued, contrary to those embodied in the Manual are bereby revoked. All other Rules, Regulations, Orders and Procedures not in conflict with those contained in this Manual shall remain in force.

1:2 THE NUMBERING SYSTEM

1:2.1 Chapter and Section Designation, Each chapter, section and subsection, shall be designated by title and arabic numeral AI numbering breaxdowns shall be arranged according to a decimal sequence.

1i2.2 Chapter and Section Sequence. The number preceding the coton shall enumerate the chapter while the number placed immediately to the right of the colon shall indicate the section.

1:2.3 Subsection Sequence. The number placed to the right of the decimal point shall designate the subsection.

1:2.4 Additional Subsection Sequences. Additional subsection numbers shall be designated immediately to the right of the hyphen. They shall also be included in the Index.

1:2.5 Series Numbering. Numbers and letters Exted in series under sections and subsections shall be enclosed within parentheses, (examples shown below), but shall not be indexed.

(1) Police officers shall salute

(a) The President and Vice President of the United States.
 (b) Members of Congress and the President's

Cabinet

(c) The ruler of any foreign state

(d) The Governor of New Jersey or any other state.

(e) Ranking d gritaries of Church.

(f) Mayor of this City and City Council members.

1:2.6 Typical Reference. A typical reference number being sought might be 16.2.1 Accordingly, this information would be found in Chapter Sixteen. Further, it would be found under Section Two of Chapter Sixteen. Under Section Two, the reference would be contained in Subsection One

1:2.6

1:2.7 Flexibility of System. This system shall provide a simple and quick method of referral to material in this Manual. This format has been designed to make specific reference to particular sections or subsections possible and to facilitate expansion and revision of the contents.

1:1.4.2

1:3 POLICE DEPARTMENT AUTHORITY POWERS-DUTIES

13.1 Legal Authorisation. Now Jerow Sature 40.4T1 states, "The powering body of every miniscipality may make, amend ripes, and enforce ordinances to establish, mantan, regulate and control a police department and force, and subject to the provisions of Article 5 of the Chapter (40.47-21) as paid fire department and force therein, to prescribe mental and discipline thereof, the appointment, terms and temoral of the officers and members thereof, and to prescribe there dusts and fire Preserved and the preserved the dusts and fire Pres compensation.

1:3.2 City Ordinance, The Police Department is established by authority of Article IV, Section 2-30 (i) and Article XII, Section 2.130 of the City Administrative Code

The powers and duties are established by authority of Article XII, Section 2.132 of the City Administrative Code which directs that the Police Department shall

- (1) Preserve the pubble peace, prevent crime, detect and arrest offenders against the penal laws and ordinances effective within the City, suppress roto, mobst and insurrections, disperse unlawful or dangerous assemblages, and preserve order at all elections and pubble meetings and assemblages, and there shall be established night tool patrols to give full effect to the provisions of this sub-rection.
- (2) Administer and enforce laws and ordinances to regulate, direct, control, and restrict the movement of vehicular and pedestrian traffic, and the use of streets by vehicles and persons, and to make rules and regulations, not inconsistent with the charter, ordinance, and general law, or such purpose,
- (3) Remove all nuisances in the public streets, parks, and other public places, inspect and observe all places of public smissement or assemblage and all places of business requiring any state or municipal lucense or permit;
- (4) Provide proper posses attendance and protection at fires,
- (5) Enforce the laws and ordinances in effect within the City and prevent the so amon of them by any person, and apprehend and arrest all persons legally charged with the violation of any law or ordinance.
- (6) Provide for the attendance of its police officers or evidan employees in court as necessary for the prosecution and trial of persons charged with crimes, and other we ations of the law, and cooperate fully with the law enforcement and prosecuting authorities of Federal, State and County Governments.

(7) Operate a training program to maintain and improve the police efficiency of the members of the Department

1:3.3 Oath of Office. The City Clerk shall take and subscribe an Oath of Office from all new posses officers and civilian employees before their assignment to duty and prior to their promotion to higher ranas, as follows

"I (name of palre afforce or employer) do such source I wall. Apport the Constitution of the United States and the Constitution of the State of United States and the Constitution of the State of United States and the Constitution of the State of Constitution of Linear and or Positions) of the City of New-ark accordang to the best of my ability 1 do further solventy were that 1d not be believe in advocate or or unconstitutionab, means, to overthrow or mike any changes in the government established in the United States or in this State; and that I am not a member and the state of the State of the United States or in this State; and that I am not a member purpose of the State; and that I am not a member purpose of the State; and that I am not a member purpose of the State; and that I am not a member purpose of the State; and that I am not a member purpose of the State; and that I am not a member purpose of the State; and that I am not a member purpose of the State; and that I am not a member purpose of the State; and that I am not a member purpose of the State; and that I am not a member purpose of the State; and that I am not a member purpose of the State; and that I am not a member purpose of the State; and that I am not a member purpose of the State; and that I am not a member purpose of the State; and that I am not a member purpose of the State of

1:3.4 Police Director.

1:3.4-I Authority by Appolatment. The Police Director shall be the chief executive of the Police Department by authority of Article XII, Section 2 130 of the City Administrative Code.

- 1t3,4-2 Powers and Duties, According to the City Administrative Code the Director:
- Shall be the chief executive officer of the Department;
- (2, Shall make, administer and enforce rules and regulations for the control, disposition, and discipline of the Department and of its officers and employees;
- (1) Shall establish procedures for the heating and distrination of charges of volitions of Directmental rus and regulations to sure momber of the monitoring processors of the control of the monitoring processors of the control of the distrination of the control of the control distrination of the control of the control of the monitoring processors of the control of the the Director, or by a board of the pass selected from the Director, or by a board of the pass selected from the Director, or by a board of the pass selected from the control of the control of the pass of the the Director, or by a board of the pass selected from the control of the pass of the pass of the the Director, or by a board of the pass of the the Director of the pass of the pass of the pass of the the Director of the pass of the pass of the pass of the the Director of the pass of the pass of the pass of the the pass of the pass o

Council

- (4) Shall in his discretion deduct and withhold salary from any member of the Department on account of absence without leave for any cause, grams
- (5) Shall have and exercise all of the functions. powers and duties of a department head as otherwise approves training programs. prescribed by the Administrative Code.
- 1.3.4-3 Functions. The Director conducts the affairs of the Police Department, interprets and applies the policies of the Mayor and City Council, and controls the operations of the units and the act vities of the staff within the Department, conducts public relations, and implements the internal disciplinary
- 1:3.4-4 Authority and Responsibility. The authority and responsibility of the Director are subject. to the policies of the City Council, the Ordinances of the City of Newark and the Laws of the State of New Jersey.
- 1:3.4-5 Operations and Activities. The Director controls and coordinates activities and approves operating plans.
 - (1) He sets operating and administrative policies.
- (2) He allocates manpower, material and funds within the budget which is approved by the City
- 1:3.4-6 Organizational Plans. The Director is responsible for formulating the organizational plans
- of the Department. (1) He may add, eliminate or alter positions subject to the approval of the City Council
- (2) He has the nower to improve and change the organizational plan completely or in part
- (3) He recommends adjustments in the salary and working benefits for members of the Department,
- 1:3.4-7 Personnel Policies. The Director sets personnel policies with the approval of the Mayor and City Council conforming to the Ordinances of the City of Newark, laws of the State of New Jersey, and the rules of the New Jersey State Civil Service
 - The Police Director
- (1) Causes examination to determine the qualifications of persons applying for positions.
- (2) Hires and promotes with the approval of the Mayor
- (3) Recommends and approves promotion, demotion, release or other disciplinary measures with the approval of the Mayor
- (4) Recommends or approves promotion and recommends demotion, release and other disculinary measures subject to the ordinances of the City of Newark, the laws of the State of New Jersey and the rules and decisions of the New Jorsey Civil Service Commission

- (5) Administers wage and salary programs and employee benefit plans and personnel rating pro-
 - (6) Requires that all personnel be trained and
- (7) Grants temporary leaves of absence to members of the Department
 - 1:3.4-8 Finance. The Police Director
- (1) Submits the annual budget and proposed expenditure programs to the City Business Administrator
 - (2) Approves payment from allotted funds for operating expenses and capital expenditures.
 - (3) Approves expense accounts.
 - 1:3.5 Chief of Police.
 - 1:3.5-1 Responsibility of the Chief of Police. The Chief of Police
- (1) Shall be the Commanding Officer of the Police Department subject to the orders of the Police Director.
- (2) Shall be responsible for
- (a) Enforcing all laws and ordinances falling within the jurisdiction of the Police Department
- (b) Enforcing Police Department Rules, Regulations and Procedure.
- (c) Enforcing the orders of the Police Director. (d) Maintaining the discipline and efficiency of
- the Police Department. (e) Maintaining the supervision of police work
- and conditions. (f) Exercising such executive authority and supervision of Department work as the Police Director
- may assign from time to time. 1:3.5-2 Powers of the Chief of Police. The Chief:
- (1) Shall issue orders to Department members consistent with law, and the Department Rules, Reg-
- (2) Shall order any members of the Department to any place in the City where police services may be required.

plations and Procedures

- (3) Shall suspend from duty any member of the Department for wilful violation or disregard of law. Department Orders, Rules, Regulations and Procedures.
- (4) Shall expend Department funds in accordance with the provisions of the approved budget
- 1:3.6 Command Officers. Command officers are police officers holding the rank of captain or above
- 1:3.6-1 Responsibilities General. Commanding officers shall exercise direct control over all members within their command, subject to higher authority

in accordance with the Rules. Regulations and Propedures of the Department.

1:3.6-2 Instructing Police Officers. A commanding officer is responsible for determining that each member of his command is instructed in his duties

1:3.6-3 Responsibilities. Command officers.

and performs them properly

- (1) Shall maintain good order and discipline within their command
 - (2) Shall cooperate with other Department units.
- (3) Shall investigate personnel complaints not processed elsewhere,
- (4) Shall assign duties and responsibilities within their command to achieve command and department objectives.
- (5) Shall prepare reports, correspondence, and maintain records concerning their command.
- (6) Shall maintain the quarters, control of the equipment, and use of supplies and material assigned

to their command. 1:3.7 Supervisors. Supervisory officers are the licutenants, sergeants and civilian personnel appointed to permanent or acting supervisory capacity who are placed in charge of one or more policemen

or civilian employees. 1:3.8 Supervisory Responsibilities. Supervisors (1) Shall enforce Department Rules and Regula-

fions and insure compliance with Departmental policies and procedures. (2) Shall exercise proper use of their command

- within the limits of their authority to assure efficient performance by their subordinates, (3) Shall exercise pecessary control over their subordinates to accomplish the objectives of the
- Department. (4) Shall guide and train subordinates to gain effectiveness in their present and future assignments.
- (5) Shall generally resort to negative disciplinary measures only after positive disciplinary measures
- have been found ineffective. (6) All Field Supervisors, below the rank of Captain, shall maintain a daily record of their activities and the activities of the subordinates assigned them, in a log or memorandum book, obtained from department supplies.

INFORMATION RECORDED CHRONOLOGICALLY SHALL INCLUDE:

- 1. The Department V.I.N.: name(s): location: time; date; tour. 2. Personnels assignment and/or activity in
- which engaged. Police actions initiated and assignments
- received by recording Supervisor. Any and all other information Supervisor deems pertinent.

- 5. Note weather condition at beginning of each
- eight hour tour on top of page. 6. Betain too book in personal possession for one year from its completion.
- 7. Chronologically, using one page, record days personally absent from duty, for whatever reason, other than those regularly scheduled.
- 1:4 RANK ESTABLISHED. Rank in the Department as established by Municipal Ordinance shall descend in the following order:
- (1) Chief of Police
 - (2) Deputy Chief of Police
 - (3) Inspector
- (4) Captain
- (5) Lieutenant
- (6) Sergeant (7) Police Officer
- 1.4.1 Rank and Seniority. When officers are of the same grade they shall rank according to their seniority determined by time in rank. When two or more officers are appointed to the same grade on the same day, each shall rank according to his respective position on the eligibility list which determined the order of his appointment to that grade
- 1:4.2 Rank and Intradivisional Service. When service within a division is rendered with the help of personnel from another division, the officer holding rank who is present for duty attached to the division receiving the service shall take precedence over an officer detailed in from another division even though this officer is of the same grade and holds seniority in that grade, unless otherwise directed by the Police Director or Chief of Police.
- 1.4.3 Rank and Specialized Services. When a service is rendered which is specialized in nature, the officer in charge of the specialized detail shall retain functional authority over the police officers of the specialized detail in the performance of the service even though an officer of equal or higher rank from another division is present,
- 1:4.4 Acting and Temporary Rank. Policemen assigned by proper authority to a position of higher rank in an acting or in a temporary capacity shall exercise the authority and assume the responsibility for the proper performance of duties vested in the higher position. They shall not after or countermand any Order issued by the person whose place they temperarily occupy, except when the expediency of police business demands. Should they countermand any previous Order, they shall be held responsible.
- 1:4.5 Command through Senlocity. When a superfor officer assigns two or more policemen to special duty not accompanied by a superior officer, he shall designate the policemen senior in time of service to assume command, unless otherwise ordered







1:4.6

1:4.6 Interlin Command Responsibility, During the absences of any commanding officer, the police officer des anated to relieve him shat, assume command and during that time becomes the commanding officer Unless provision is made by competent and thoraty the command automatically devolves upon the subordinate next in rank, or in seniority if of coual rank.

1:5 CIVILIAN EMPLOYEES. All civilian employees shall assist Department police officers in the accomplishment of the police function.

1.5.1 Civilian Employees Subject to Police Authority. Civilian employees shall be subject to the authority of the Director of Police, of the Chief of Police, and of the superior officer in charge of the bureau or unit or office to which they are assigned

1:5.2 Civilian Employee Supervisors, Cavilian employee supervisors are employees who by reason of Civil Service title or by special designation by the Director of Police may supervise other civilian employees and police officers.

1.5.3 Civilian Employee Supervisors and Police Officers, Cayllan employee supervisors shall exercise functional appervision over police officers assigned within their bureau or unit, and be responsible for the police officer's compliance or non-compliance with Department Rules and Regulations, Policies, and Procedures, and matters concerned with a police officer's personnel administrative needs.

1:5.4 Ronk for Chaplains and Surgeons. Rank is bestowed upon the Department Chaplains, the Surgeon and the Assistant Surgeon. Their orders shall be obeyed by all police officers and civilian employees of the Police Department. They shall be accorded the courtesies attendant upon their rank of Inspector.

1-5.5 Employees Bound by Department Directives, All Rules, Regulations and Departmental Procedures and Orders governing police officers shall also bind all civilian employees whenever applicable. Definitions of police officers and civilan employees appear in Chapter 2 of this Manual,

DEFINITIONS OF TERMS

The terminology listed in this chapter has been defined to provide uniformity in usage and to clarify meanings when these terms are employed.

These terms have been divided arbitrarily into five categories as follows:

- BEDGOMMET
- 2 ORGANIZATIONAL
- 3 OPPRATIONAL.
- 4 COMMUNICATIONS
- 5. GRAMMATICAL

2.1 PERSONNEL DEFINITIONS.

2:1.1 Absence Leave (Leave of Absence) A period of absence during which time a police officer is excused from active duty and during which time he receives no pay, unless he is on.

- (1) Leave of absence for field training in the reserve corps of the United States.

 (2) Leave of absence to attend State or National
- (2) Leave of absence to attend State or National Conventions,
 (3) Leave of absence while in Military Service
- (N.J.S. 38 23)

 2:1.2 Anonal Vacation. The annual leave granted
- 2:1.3 Appointment. The designation of a person by the appointing authority to fill any position within the Police Department.

to all members of the Police Department.

- 2:1.4 Civilian Employee. Any person employed by the Police Department other than a police officer.
- 2:1.5 Command Officer. Police Officers of the Department holding the rank of captain or above.
- 2:1.6 Contagious Disease. Any infectious disease which is communicable from one person to another.
- 2:1.7 Discharge (Dismissal). The act of terminating the employment of a police officer or civilian employee. All said members shall hold office during good behavior, but may be removed for cause.
- 2:1.8 Death Leave (Death in Family). That period of time during which a police efficer or civilian employee is excused from duty by reason of death occurring in his immediate family.
- 2:19 Extended Leave. A leave extending beyond the duration of time ordinarily granted as regular policy for a particular purpose.

2.11.10 Insubordination. Wilful disobedience of any order lawfully assued by a superior officer, or any disrespectful, mutinous, insolent, or abdate language, or action directed toward a superior officer.

2:1.11 Length of Service. The length of time an officer has served from the date of appointment less any unpaid leave of absence time, except leave for military purposes.

2:1.12 Members. All personnel sworn into the Department as police officers or as civilian employees.

2:1.13 Plainclothesmen. Policemen working in crusha clothes assigned to a Patrol Command whose principal duties are to investigate, report, enforce and eliminate vice, gambling and liquor violations and conditions.

20.1.4 Position. An official nutuition or a post of employment. A postum or the remodement of the dates and responsibilities suspinable to one police officer of the Department by the Police Decision Control of the Police Decision of the Police Decision Police Police Proper reference to the term, "posturos" is mide to the work to be accompaided rather than to me worker who performs the task, For examps, a pre-ent commander is the postution sou does not refer to the captain by name who is in charge of the precent.

2:1.15 Promotion. The advance in the employment status of a police officer or civilian employee to a position of greater responsibility or higher job classification.

2:1.16 Rank. Each class of police officer as defined by the titles in descending order as follows

- (1) Chief of Police
- (2) Deputy Chief
- (3) Inspector (4) Captain
- (5) Lieutenant
- (6) Sergeant (7a) Patrolman
- (7a) Policewoman

2:1.16-1 Acting Rank. The capacity in which a police officer or a civilian employee serves temporarily without pay in a position, usually of higher rank and not with in the ordinary purview of his duties and responsibilities. All the authority together with the duties and responsibilities of the higher position deviates and responsibilities.

volve upon the person who serves in an acting rank.

2:1.16-2 Temporary Rank. A police officer or a cn, ian employee serving temporarily in a position of higher rank with pay commensurate with the higher rank. All the authority and the attendant responsibilities, and duties of the higher rank are vested in the temporary rank.

2.11 Sectionty, Established first by virtue of rank and secondly by the aggregate time served in rank. Where conflict occurs because of selected time of service or date of appointment, the memoer of the Department with the onesest aggregate (me served in the cert lower rank is deemed to hold sensorily In Estat ons required exist on making or the certical of the certification of the ce

2:1.18 Sick Leave. The period of time during which a member of the Department is excisted from active duty by reason of illness or injury.

2:1.19 Standard-bearer. The head or leader of a movement or organization whose name is set forth in its title and placed upon its standards

2:1.20 Supervisory Officer. A member assigned to a position requiring the exercise of immediate supervision over the activities of subordinate members of the Department

2:1.21 Superior Officer. A police officer holding a higher rank than that of patrolman

2:1.22 Suspension. The act of temporarily releving a police officer or a civilian employee from performing his duties as a consequence of alleged dereliction of dity, of other violation of Department Rules and Regulations or violation of a federal or state law or a municipal ordinance.

2.2 ORGANIZATIONAL DEFINITIONS.

2.2.1 Bureau, A unit immediately subordinate to a division

2:2.2 Chain of Command. The unbroken line of authority which extense from the Olector of Police through a single suborninate at each descending level of command to the level of execution.

2:2.3 Command Eather a written or an oral directive issued by a superior officer or other supervisor to any subordinate or group of subordinates in the performance of the police task.

2:2.4 Department. The Police Department of the City of Newark, New Jersey.

2:2.5 Detail, A subdivision of a Division, Bureau. Section, Squad or Unit, the personnel of which are assigned to a specified task.

2:2.6 Detective. A police officer assigned to a unit engaged in investigative work. This designation is an assignment and does not constitute a permanent . .

2:2.7 District. A geographical area designated for the purposes of investigation, supervision or patrol.

2:2.8 Division. An organizational unit embracing the substitistion, the bureau, and the section, whose assigned personne are grouped collectively under one head to accomplish a specified police purpose, and whose commanding officer reports directly to the Chief of Police.

2.2.9 Headquarters. The main police building from which Police Department executive control is directed and administered.

2.2.10 Official Channels, The established route of travel for authority, responsibility directions, orders, and written or oral communications up and down the chain of communications.

2:2.11 Post. A fixed point or location to which a police officer is assigned for duty and/or a geographical area of variable size within a district to which one or more pointe officers are specifically assigned for paired, investigative or traffic purposes.

2:2.12 Section. A functional unit which may be a sub-unit of a burea, or division. A sergeant or supersor officer of higher rank may command, it depending upon its size and upon the nature and importance of its function.

22.1.3 Squad. A unit composed of a grouping of po ce officers assigned to a tour of July control of by a common grouping of duty hours. A squad may also refer to a functiona, unit performing po see operations.

2:2.14 Straight Post. A length of street, or streets as contrasted to an area specifically designated for patrol purposes.

2:2.15 Table of Organization. A table listing the

police ranks from the Chief of Police through all ranks, and from the Director through all civilian positions, permanent and temporary that are filled or unfilled. This table reflects the authorized quota and the present personnel strength.

2:2.16 Unit. A number of police officers or civilian employees regularly grouped together under one head so as to accomplish a police purpose

2:3 OPERATIONAL DEFINITIONS.

2.3.1 Admitting to Ball. The release of an accused upon the posting cash or bond which will insure his presence in court when required.

2:3.2 Arrest. The taking of a person into the custody of the law in order that he may be held to answer for a criminal offense or be prevented from committing one.

2:3.3 Auto Patrol (Patrol Wagon). A vehicle dispatched from a designated fixed location and used for the transportation of prisoners, for the removal of sick and injured persons when necessary, and for the movement of police in the necessary performance by reason of the (sworn) oath of office he has taken of duty

- 2:3.4 Bail. The cash, securities, or other acceptable recognizance deposited for an offense for which bail is permitted. Such recognizance when accepted shall temporarily release the prisoner from custody pending a hearing or trial
- 2:3.5 Bail Bond. The promise in writing, which guarantees the appearance of the defendant in a designated place at a specified time when he shall submit himself to the jurisdiction and adgment of the court. Fadore to appear will result in the forfemore of the ball and the issuance of a warrant.
- 2:3.6 Beginning of Day and Week. The police service day for purposes of record shall begin at 12 Of AM hours and shall end at indeght. The police service week for purposes of record shall beg n at 12 01 A.M hours each Sunday
- 2:3.7 Child. A person of either sex under the age of (10) ten years.
 - 2:3.8 Command.
- (1) A sub unit of the Police Department or the Department itself which is placed under the direct supervision of a superior officer of command rank
- (2) An order or a direction requiring compliance 2:3.9 Command Supervision. That exercise of authorsty and control over an organic unit by a commanding officer who is responsible for the proper performance of its activities.
- 2.3.10 Commanding Officer. A police officer assigned to exercise command over an organic unit
- 2:3.11 Complaint. A written statement of the essentia, facts constituting the offense charged shall be made upon oath before any magistrate or other person empowered by law to take complaints. R.R.3,2-1
- 2:3.12 Complainant. One who commences a legal action by the process of a complaint. The complainant shall also designate the person who became the victim of a crime
- 2:3.13 Competent Authority. That certification of judgment which is accepted as qualified and decisive.
- 2:3.14 Crimural Offense, Any act or any failure to act which is contrary to or which attacks the peace, tranquility and/or dignity of the State Any act or any failure to act which has been defined as a crime, an offense, a violation or any other similar term which has been defined by enactment of the Federal or State legislature or by the City Council of the City of Newark, New Jersey.
- 2:3.15 Desk Blotter. A record maintained in the handwriting of designated superior officers to record chronologically the duty assignments, activities and developments affecting members of a command.
- 2:3.16 Duty. The embodiment of the requirements of the police calling that a police officer must fulfill

- 2:3.17 Felony at Common Law. Each of the fol-
- lowing arson, burglary, murder, manslaughter, rape, robbery and sodomy 2:3.18 In Service. A status assumed to personnel in motor patrol cars and other police vehicles indi
 - cating that members of the Department and their vehicles are present and available for assignment 2:3.19 Juvenile. Any person of either sex under
- the age of 18. 2:3.20 Minor. Any person of either sex under the
- age of 21 2:3.21 Missing Persons. A person who has been
 - reported missing from a Newark residence and is e.ther
 - (1) Under 18 years or (2) 18 years and over, and
 - (a) Is mentally or physically afflicted to the extent that hospita ization may be required, or
 - (b) Is a possible victim of drawning or
 - (c) Has indicated an intention of committing su.c.de, or
- (d) Is absent without apparent reason under curcunistances indicating involuntary absence
- The term "Massing Person" shall not apply to persons
- (1) For whom warrants have been issued
- (2) Wanted for commission of a crime
- (3) 18 years or over who voluntarily leave home because of domestic, financial or other reasons
- 2:3.22 Neelect of Duty. Failure to give suitable attention to the performance of duty. Examples include but are not limited to. The failure to take anpropriate action on the occasion of a crime, disorder, or other act or condition requiring police attent on, absence without leave, failure to report for duty at the time and place designated; unnecessary absence from post during tour of duty; failure to perform duties prescribed and failure to conform to Department operating procedures.
- 2.3.23 Officer in Charge. A pouce officer assigned to and designated as being in charge of any office. detail or situation
- 2:3.24 Off Duty. The duty status of a member of the Department during authorized seave when he is free from the responsibility of performing his specified routine duties.
- 2 3,25 Off the Air. A status assigned to radio equipped police vehicles indicating that the police vehicle and its occupants are in service but not presently available to receive radio communication
- 2:3.26 On the Air. A status assigned to radio

2-3.27

equipped police vehicles indicating that the vehicles and occupants are in service with radio equipment that is in operation.

2;3 27 On Duty. The duty status of a member of the Department when he is actively engaged in the performance of his assigned duties during designated hours of the day.

2:3,28 Out of Service. A status assigned to personnel in motor patrol cars and other police vehicles indicating that the members and their vehicles are not available for assentent

2:3.29 Probable Cause. Reasonable grounds for suspicion suppried by execumstances sufficiently strong in themselves, to warrant an ordinary reason able man in the bell of that an offense is being or has been committed. Probable cause constitutes more than mere unfounded suspicion but amounts to less than proof

2:3.30 Procedure. The official method of dealing with any given situation prescribed by the Rules and Resulations or by other orders.

2:3.31 Property Defined. Property as used in New Jersey Court Rule 3.2A which includes documents, books, papers and other tangible objects.

2:3.32 Radical Group. A political group advocating radical and sweeping changes in laws and methods of government with the least delay.

2:3,33 Search Warrant Regulations, A required working a nowledge of the rules relating to search warrants contained in Rule 3·2A-1 et. seq as found in the Law Manual possessed by all police officers.

2:3.34 Secure Place. A particular location free from risk or danger, confidently safe for possession or keeping.

2:3.35 Special Duty. A police service the nature of which requires that the member of the Department perform a special police function other than a regular police duty

2:3.36 Squadrol. A vehicle used for the purpose of patrol and for the transportation of prisoners or other persons and evidence.

2:3.37 Stolen Car List. A list containing registration plate numbers of vehicles stolen within the City of Newark and the surrounding communities.

2:3.38 Subpoens Defined. A writ or order directed to a person and requiring his attendance at a particular time and place to testify as a writess.

2:3.39 Subpoena Duces Tecum Defined. Commands a person to attend court and produce a pertunent book, paper, document or other object as designated therein.

2:3.40 Subversive Group. Any group cated by the United States Attorney General as being subversive Generally these groups are dedicated to movements designed to destroy and overthrow the governmental structure. 2:3 41 Summons Defined. A writt directed to the Sheriff or other proper officer, requiring him to notify the person anamed that an action has been commenced against him in the celett of issue and that he is required to appear on the day named to answer the complaint or such action.

2:3.42 Task. An assigned piece of work. Police tasks are performed in various degrees by police officers of all ranks, from partonant to chief including all erades of civitain employees.

2:3.43 Tour of Duty. A designated space of time within a 24 hour period during which members of the Department are actively engaged in the performance of their assigned dutes.

2:3.44 Unidentified Person, A person who has been the subject of an aided case and one who is

(1) Unable to identify himself at a time when such information cannot otherwise be determined or,

(2) Confined in a shelter or in a hospital at a time when his relatives or friends cannot be loca ed at his given address.

(3) Actually or apparently under 18 years and who refuses to identify himself, or to give his home address or,

(4) Confined to police custody and who has no identification on his person and who refuses to give pertinent information.

22.3.45 Warrant Definaté. A writ or order assued by a migatrine, Jacke, or other competent authority, addressed to a sherif, constable, or another officer, requiring him to airest the body of a person there named, and to bring him before the magistrate or court, to answer or to be examined, looking on some officials he is charged with having committed.

2:3.46 Work Day. The day in which a member of the Department is directed to perform as duties. In cases where such member is detailed to hours of duty which consecutively cover portions of two successive days, the following rule applies:

When a police efficer or civilan employee is directed to begin work before 100 P.M., the day that he begins work shall be considered to be his "work day". When the member is directed to begin work at or after 10 00 P.M. the following day shall be considered to be his "work day."

2:4 COMMUNICATIONS.

2:4.1 Daily Bulletin. A publication issued by the Record and Identification Bureau at 8 00 A M each morning reporting all the important incidents that took place during the preceding 24 hours.

2.4.2 Enforcement Bulledin. A publication issued periodically by the Department containing statistical information about criminal activity so that police officers will become amiliar with the hazards in a given area, and make it possible for them to become particularly attentive in their efforts in taking remo-

d al action

- 2:4.3 General Order, A written directive issued to announce the adoption or revision of policies and to direct procedures for the indefinite future. The Gen-
- eral Order may (1) Institute permanent procedures, rules and
- policies
- (2) Effect permanent changes in the organization (3) Install permanent programs which affect more
- than one unit subordinate to the issuing authority (4) Install permanent personnel policies and procedures to include recruiting, hiring, training and
- promotion programs. (5) Establish programs for the use of public facilrties and equipment and for the expenditure of public funds.
- 2:4.4 Memorandum. A publication assued that is informative in nature. A memorandum serves
- (1) To disseminate information or instruction which does not warrent a formal order.
- (2) To explain or emphasize portions of orders previously issued.
- (3) To inform police officers and civilian employees of actions and policies of other agencies.
- 2:4.5 Memorandum Book. A pocket sized notebook carried by all police officers to record official actions taken and to maintain an inventory of stolen ear registration mimbers

2:4.6 Order.

- (1) A written or oral directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty.
- (2) A command requiring compliance
- 2:4.7 Personnel Order. A written directive to announce

- (1) The appointment of new personnel
- 12 The assignment or transfer of police officers and civilian employees from one unit to another
 - (3) A promotion or a demotion
 - (4) Suspension, dismissal and restorat on to duty
- (5) The termination by resignation, by retirement, or by death
- (6) A commendation
- (7) Other subjects of general interest to personnel 2:4.8 Report. A written or oral communication
- relating to police matters. 2:4.9 Rules and Regulations. Department standards and guides which enable the Department to
- achieve a state of consistency in its operations. 2:4.19 Special Order. A written order issued to direct procedures which are of a self concelling nature and which guide the actions of subordinates in specific situations or circumstances.
- 2:4.11 Training Bulletins, Publications by the Department designed to keep police officers abreast of current police techniques and procedures.

2:5 GRAMMATICAL TERMS.

- 2:5.1 Gender, Distinction according to sex. When the masculine gender is used alone in this Manual or in any Department procedure or order, members shall understand that the feminine gender is also intended when applicable. 2:5.2 Immediately. A terminology construed to
 - mean "as soon as possible" and "forthwith", "without delay "
 - 2:5.3 May. The auxiliary verh form to indicate that the action taken is permissive or possible.
- 2:5.4 Shall/Will. Verb forms to indicate that the action required it mandatory.

GENERAL CONDUCT

3:1 DEPORTMENT.

33:1.1 Conduct in Public and Private. Police officers in both private and public mere shall conduct themselves so as to avoid impuging the reputation of the Department They shall maintain the digiply and integrity of their office through the exemp ary obdefence to all Rolles and Regulations, the maintenance of respect for the welfare and rights of all cuttoms, the countries and objective reforcement of cuttoms, the countries and objective reforcement on that police service is a public trust requiring officetion to deals and either of the behalf derive.

3.1.2 Loyalty and Cooperation.

- 3:1.2-1 Loyalty. Police officers shall be loyal to the Department and to fellow police officers as is consistent with the law, good order, and proper discipline.
- 3:1.2-2 Cooperation. Police officers shall render cooperation to the fullest degree in conducting the business and the affairs of the department
- 3:12-3 Efficiency and Cooperation. The efficiency of the Department devolves on cooperation among al ranks, divisions, and subdivisions. The deficients withholding of cooperations which impairs the achievement of department objectives, or an evasion of responsibility, or a delay in taking necessary action, shall subject the offending members of the Department to disciplinary section.
- 3:1.2-4 Demonstration of Respect, Police officers and critism employees shall demonstrate respect to-ward superior officers, toward subprior and associates. When on duty, superior officers shall be addressed by rank
- 3:1.2-5 Derogatory Reference Police officers and civilian employees shall not by manner, gasture, or speech, criticize or make derogatory reference to Department orders or instructions either to the public or to other members of the Department.
- 3:1.2-6 Political and Religious Discussion. Police officers and civilian employees shall not engage in political or religious discussions to the detriment of discussion.
- 3s.L27 Disparaging Nationality, Race or Creed Courtesy and civility toward the public is required of all members of the Department. Members shall not use words such as "negger," "boy," "hackboy," "spep," "wop," "k.ke, or smanar words which hum late, disparage, demean, degrade, radicule or insult aperson because of his or the race, creed, color, na-

tional origin or ancestry

- 3:12-8 Censuring Official Transaction Unless in accord with official duties, police officers and civil an employees shall not, either in writing or discuss on, censure other Department members concerning official transactions within the Department.
- 31.1.9 Report of Crime. Posce officers shall resoon as possible to the proper command, when their attention is a crited to crime, suicide, fire, unusual emergency events or to information and occurrences of which the Department takes cognizance. Police officers withholding information for any reason shall be subsect to Department discoon mary charges.
- 311.2-10 Knowledge of Crime, Police officers shod not withhold knowledge of crime, but shall communicate the information to their Gainhand or to Police Headquarters at once. This requirement shall not be construed as meaning that pic or officers should defer taking proper police action if failure to act would tend to defeat the ends of justices.

3:1.2-11 Interdistional Cooperation, Special delegation to a particular distance of the Department for the enforcement of certain laws and ord names dies not releve police officers of other disposes from the responsibility for taking prompt and proper police action relative to wolstions of any law or ordinance observed by them or comma to their afternior.

3:2 CONDUCT AND DUTY OF MEMBERS,

- 3:2.1 Duty Requirement. Police officers shall be always subject to duty even when periodically rebeved from regularly scheduled duty
- 3:2.2 Responsibility of Police Officers. Police officers shall be responsible for the duries assigned them and for their strict adherence to the Rutes and Regulations, to written Directives, to Procedures and to all lawful verbal Orders.
- 3.2.3 Responsibility for Own Actions. A police of the rare represented for his own actions or orinsistion. He may not sithers as an excess or justification for the major six of the rare position of

3:2.4 Conflicting Orders. In the event that a police officer received an order from a superior officer that be knows to be in condict with the Roles and Regalations, he shall respectfully call this to the attention of the superior offers. If he persus in his order, the most officer of the superior of

3:2.5 Lawful Orders. Pol or officers and civi.san employees shall always respond to the lawful orders of superior officers and to other proper authority

3:2.6 Assistance to Citizens, Porce officers shall prompt y assist citizens when requested and shall take proper police action whenever required.

3:2.7 Knowledge of Laws and Regulations. Police officers shall equip themselves with knowledge found in the:

- (1) New Jersey laws
- (2) Newark City Ordinances
- (3) New Jersey Court Rules
- (4) The Newark Police Department Manual of Rules and Regulations

(5) Federal Laws

3:2.8 Assigned Duties, Police officers of the Department shall be held responsible for the proper performance of the duties assigned to them

3:2.9 Outside Employment. Po see officers stall devote their entire time to the service of the Department. All police officers are probabited from participating in any other occupation, endeavor, can or employment. In special cases, however, permission or employment in special cases, however, permission or engage in another occupation, endeavor, entire may be obtained from the Police Direction.

3:2.10 Use of Private Automobile. A superior officer may authorize a member to use his pr vately owned automob, a white on duty proved age the member voluntar is agrees to use his car and is willing to assume the personal expenses for the operation of his car to convey him.

- (1) From his command to a place of assignment
- (2) From a place of assignment to a place of reassignment

 (3) From a place of assignment or reassignment
- to his command

 This Rule shall not be construed as permission for members to patrol on post in private vehicles.

OUTSIDE ACTIVITIES

4:1 POLITICAL ACTIVITY.

- 4:1.1 Voting Privilege. Members are encouraged to exercise their voting privilege in all elections.
- 4:1.2 Participation Limitation. Police officers shall not actively engage in political events unless first granted a leave of absence from the Department by the Police Director.
 4:1.3 Soliciting Prohibited, Police officers or civil-
- nan employees shall not solicit money or other items of value from any person, committee, or association for political purposes.

 4:1.4 Political Discussion, Police officers or civil-ran employees shall not discuss politics when the
- discharge of police duty is directly or indirectly concerned.

 4:1.5 Duty at Political Meetings, Police officers on
- 4:1.5 Duty at Political Meetings. Police officers on duty in or about a p.ace used for political meetings shall not comment on the views expressed by the speakers.
- 4:1.6 Flection to Public Office. The retruction against public expression of political views shall not apply to any police officer of the Police Department who is elected to any pub-so office created under the rules of the New Teresy Constitution, (R.S.11 24A-7. Laws of 1942.), or to a police officer who has been granted a leave of absence without pay prior to another decicion as authorized in R.3 11 24A-5. Laws of the control of the policy of th

4:2 AFFILIATION WITH OUTSIDE ORGANIZATIONS.

- 42.1. Affiliation with Certain Organizations Probiblied, Police officers shall only on any five or anxisary corps not first and unit, nor shall they affiliate to the organization with open control-tion boundary and organization with open control-tion proc consideration and prevents the proper and followed functions of the Department Permission to belong to any such organization must fast be dodeed to a proper of the proper and a prevent of the United States or of this state, in time of war of memory or for certain proper permission of training, or proteins to organize the contraining, or pursuant to or at coenceits with the time state of the proper permission of the control of the training, or pursuant to or at coenceits with the time state of the state of the state of the state of the training, or pursuant to or at coenceits with the time state of the training of the state of the state of the state of the state of the training of the state of the state of the state of the state of the training of the state o
- 4:2.2 Standard-bearer. Police off cers shall not act as the standard-bearer of any organization.
 - 4:2.3 Affiliation with Radical Groups, No police

- officer or civilian employee except in the cischarge of police duties, shall knowingly associate with, or have any dea ings with any person, or organ zation which advocates, or which is instrumental in costering hatred or prejudice, or oppression, against any racial or religious group.
- 4.2.4 Subversive Organizations. Poince officers or civilian employees shall not know, agly become members, or otherwise become connected with any subversive organization on the list of the U.S. Attorney General's Office, except when necessary in the per formance of duty and then only under the direction of the Police Director or the Chref of Police.
 - 4.2.5 Association with the Criminal Element. Except in the discharge of police duties, police officers shall not knowingly associate with, or have any dealings with emminals, racketeers, gamblers, persons of all reputie, or persons otherwise engaged in unlawful activities.
 - 4:2.6 Obscene, Jaumoral or Offensive Material.

 Except in the discharge of police duty, police officers
 shall not knowingly write, p. rat, copy, distribute,
 transport, store, or possess any writings, records, recordings, or pictures which contain obscene, immoral,
 offensive, or defamatory matter

4:3 TESTIMONIALS.

- 4:3.1 Tendering of Testimonials Prohibited. Police officers shall not accept, from any person, organization or group, testimonials of any kind because of their employment with the Police Department, or because of the performance of any police service, without permission from the Police Director.
 - 4:3.2 Testimonials for Advertising Probibited.
 Pouce officers shall not give testimonials, nor permit their names or photographs in uniform to be used for advertising purposes, without permission from the Police Director.
- 4:3.3 Name for Promotional Enterprise. Police officers shall not allow the use of their names at any fart, (estival or exhibition for the purpose of seding tickets or for setting up or promoting a raffic or gift enterprise without permission from the Police Director
- 4:3.4 Misuse of Official Position. Police officers shall not use their official position to solicit special privileges for themselves or others.
- 4.3.5 Identification as Police Officer. Police offcers shall identify themselves by displaying the oficial badge or identification card before taking police action. When the officers identity is obvious

or when circumstances do not permit, officers are not required to comply with this rule

4:4 LEGAL RESPONSIBILITY.

- 4.4.1 Expert Testimony, Police officers of the Department unless legally subpostned shall not give expert testimony against the interests of the City many linguistion to which the City is a party
- 4:4.2 Legal Action Against the City. Police officers legally subported to testify in an action against the interests of the City shal notify their communiing officers forthwith relating their status in the case.
- 4:4.3 Expert Testimony in Criminal Cases. Police officers shall not give expert testimony for defendants in criminal cases without first notifying the Chief of Police.
- 44.4.5 subporum by Defense in Criminal Case or ne Witness in Chil Case. Police officers who are subporased as winevers for the defense or criminal cases, or as winnesses in ovid cases in which the City is a defendant shall so advane their commanding officer immediately Commanding officers shall from Commanding officers, and the commanding of soft (Office by way of offices, channels through the Chief of Poece.
- 4.4.5 Sulposmaed During Tour of Duty. When pulposmaed or summoned to appear in any proceeding during his working tour of duty, a police officer shall immediately notify his command in writing so that his commanding officer may take appropriate action to cover his detail, assignment, or other responsibility.
- 4:4.6 Subpoensing or Summoning. Whenever Department members are summoned or subpoensed to appear before
- (1) A legally constituted investigative body with subpoena powers
- (2) A judicial tribunal with subpoena powers, or comparable agencies.
- (3) A legally constituted hearing board for the purpose of inquiring into the activities or operations of individual Department police officers or of the Department itself.
- They shall appear before, cooperate with and render every aid and assistance to such body, tribunal or agency, and prior to such appearance notify their commanding officer submitting a duplicate report, the original of which, shall be forwarded through channels to the Office of the Police Director

44.7 Request to Appear. The law requires poace officers to appear in respons to a summon of sale poema. A request to appear before a eggs, constituted government body whether the expecting agency has subpoema powers or not shall be competed by the sale power of the sale premission from his commanding officer. He then shall proceed to ge eat and a sixtner in second with the Ruest and Regulations guiding his conduct in gring test timost.

4:4.15

- 44.8 Request to Appear on Short Notice. When a police officer receives a "request" on short notice and there is insufficient time for him to submit a report, then he shall notify his commanding officer immediately, by whatever means possible
- 4-64.9 Application for Warrant for Assault on Potico Officers. A police officer may not apply (or a warrant for any assault upon himself without first reporting the case in writing through his commanding officer to the Chief of Police, and obttain gifton him permission to apply for such warrant However that problesion may be waived if the delay wal prevent the ends of sunce from hene garved In no such case shall the aggreeved police officer be permitted to serve such warrant.
- 4.4.10 Police Action in Civil Matters. Police off cers shall not become personally involved in the civil matters of other persons or in the actions and disputes of other persons, unless so as to prevent a breach of the peace.
- 4:4.11 Adjudication in Civil Matters. Police officers shall not attempt to adjudicate civil disputes or to give legal advice in civil matters
- 4:4.12 Breach of the Peace, Police officers shall act to prevent breach of the peace or disturbance which may grow or has grown out of a civil dispute.
- 4:4.13 Service of Civil Process. Police officers shall not serve civil process, other than that initiated by the City
- 4:4.14 Civil Action for Compensation. Police officers planning to institute civil action for compensation arising out of damages, or out of injuries sustained while engaged in police duty prior to intiating proceedings, shall submit a formal report to the Chief of Police with complete facts concerning the incident.
- 4.4.15 Personal Injury or Property Damage Compensation. Police officers shall not accept or agree to accept anything as payment for personal injury or property damage incurred in the line of duty without first notifying the Chief of Police.

STANDARDS OF CONDUCT

5.1 DEMEANOR

- 51.1 Conduct. Police officers must bear in mind that they symbolize the dignaty and authority of the City and State and shall conduct themselves in a manner that will not bring discredit, ridicule, or criticism to the Department.
- 5:1.2 Language. Police officers shall refram from the use of indecent, profane, unevel or threatening language, regardless of provocation.
- 5.1.3 Lenlency. Police officers shall not permit fear, favoritism or sympathy to sway them to illegal lemency or to neglect of duty

5:2 APPEARANCE

- 5:2.1 Cleanimess. Police officers reporting for duty per shall be neat and clean in appearance and their equipment shall be carried according to regulations.
- 5:2.2 Uniform. Police officers shall conform to all feedlations set forth for the wearing of the uniform
- 5:2.3 Civilian Clothing, Unless otherwise directed, police officers assigned to work in civilian clothing shall present a neat and clean appearance. Their clothing shall be of a conservative nature. Policewomen assigned to duty in civilian cothing shall dress contervatively and in a neat and clean manner.
- 5:2.4 Packages and Bundles. Police officers in uniform shall not carry packages or bundles except when necessary to accomp ish a police purpose in the actual

5:3 BEHAVIOR

- 5:3.1 Punctuality. Police officers shall be punctual on reporting for duty
- 5:3.2 Response to Call. Police officers or civilian employees shall respond promptly to every call to duty They shall endeavor to provide the public service that is necessary under all circumstances in which the Department has unradiction.
- 5:3.3 Games of Chance. Police officers or civilian employees shall not engage in illegal games of chance or any form of gambling within any Department building nor at any other place.
- 5:3.4 Duty Time. Police officers while on duty shall devote their full time to the service of the Department
- 5:3.4-1 Leafing on Duty. Sleeping, idling, and loafing while on duty are prohibited, and any police offi-

- 5.1.4 Performance. Police officers shall never place themselves under special obligation to any person who might affect the proper discharge of their duties. They shall remain free to perform their duties without hestation at all turner.
 5:1.5 Police Image. Police officers shall bear to
- 551.5 Police Image. Police officers shall bear in mind that they symbolize the dignity and the authority of the City of Newark and the State of New Jersey, and that they are the representatives of the law to whose lawful demands all most submit, unless otherwise provided by law, and that such submission can be convoiled when necessary.

performance of duty

- 5.1.5 Smoking. On duty police officers while in uniform and in the public view shall not use exter touses or otherwing gain in any form. Uniform police to the dead of your police vehicles are perpetited to any other they provide the protinct of the dead of the property of the property of the property of the protinct of the property of the protinct of the protinct of the property of the protinct of the public of the protinct of the protinct of the public of the protinct of the protinct of the public of the protinct of the public of the public of the public of the protinct of the public of the public
- 5:2.6 Newspaper Reading. Police officers shall not read newspapers, magazines or books while in uniform and in public view except when it is necessary to do so in the discharge of their duties.

BEHAVIOR

- cer, or civilian employee found guilty of such misconduct shall be subject to neglect of duty charges.
- 5:3.4-2 Entering Buildings While on Duty. Police officers on duty shall enter a building only in the performance of police duty. This ruling does not prohibit police officers from entering a building briefly in order to eat.
- 5:3.4-3 Entering Disorderly Houses. No police officer may enter any suspected place of gambling, any house of prostutution or any place of illegal activity tinless engaged in proper police duty.
- 5:3.4-4 Leaving Assigned Post. Police officers who must leave post or assigned duty areas in order to eat shall obtain permission from their immediate superior officer to do so.
 - 5:3.4-5 Team Assignments. Police officers assigned

with partners shall not eat at the same time unless permission is granted by their superior officer

5:3.5 Bound by Duty. Police officers shall always bear in mind that regardless of rank or of assignment they are policemen and that they are required to act accordingly.

5.3.6 Leaving City When on Duty. Police officers on duty are forbidden to leave the City except

(1) When an emergency situation arises or

(2) When permission of their commanding officer or other competent authority has been granted.

\$:3.7 Business Cards. Police officers are probined from using business cards of any description unless approval is first obtained from the Chief of Police. The Chief of Police may delegate this authority to a divisional commander.

5:3.8 Expeases, Police officers shall promptly submit bills to their commanding officer iterating expenses necessarily incurred in connection with their official duties. The commanding officer shall sign these bills certifying that the expense was properly authorized.

ian employees shall promptly and fully obey any law-

5:4.2 Issuance of Unlawful Orders, Supervisory or

command officers shall not knowlingly issue any order

which violates Federal or State Laws, or City Ordi-

nances, or which violates the intent of the Depart-

5:4.3 Right of Subordinates to Disobey. A police

officer subordinate in rank is not required to obey any

order which violates a Federal, or State Law, or City

Ordinance However, the subordinate must justify

ment Rules and Regulations.

ful order directed to them by a superior officer.

5:3.9 Contract or Purchase, Police officers shall neither make nor enter into any contract, nor purchase any articles for the use of the Department at Department expense without first obtaining the authority to do so by the Chief of Police

5:3.10 Emergency Purchases. The Chief of Police may authorize a police officer to moke a purchase when the need arrises out of an emergency, and at a time when the Administrative Officer is not immediately available.

5:3.11 Requisition of Supplies. Police officers may obtain stationery and office supplies only upon the submission of a requisition that has been properly executed by them and that has been approved by their commanding officer.

5:3.12 Equipment Repairs. Police officers shall not repair any signal box or mechanical or electrical equipment unless they are specifically assigned to the

5:3.13 Defective or Damaged Equipment. Police officers shall report defective or damaged City equipment observed by them to their commanding officer.

5:4 ORDERS 5:4.1 Obedience to Orders, Police officers or civil- his re

his refusal to obey.

5.4.4 Receipt of Unlawful Orders. A police officer subordaniate in Tank who receives an unlawful order shall inform the issuing person that the order is unawful and if the unlawful order is not rescated, the receiver shall submit a written account of the matter to be commanding officer. The commanding offer or in turn shall forward the report to the Chief of Po. accompaned by his recommendations for disposition.

5:4.5 Manner of Issuing Orders, Superior officers shall issue orders in clear and understandable language that is civil in tone and pursuant to Department business.

5:5 INFORMATION

5:5.1 Aiding or Abetting, Poice officers shall not communicate any information, direct or indirect, verbal or in wrating, which may tend to defeat the ends of justice. Nather may they impart information which would assist persons to escape arrest or punishment, or which would permit these persons to depose of any money or goods unlawfully obtained.

5.5.2. Compromising Arrangements. Police officers shall not be concerned, either dately or undersely, in making any compromise or arrangement networn there's or other criminals, or to persons who have unified from their acid, with a view loward permitting the offenders to escape arrest and punishment as provided by Jaw. Any police officer fa sing to report such arrangement immediately to be commanding officer shall be deemed guilty of volunting the tule.

5:5.3 Gifts, Gratuities, and Rewards. Police offi-

cers are forbidden to solicit, receive, or accept a reward, a gratuity or other gift of any kind, either by direct or indirect means, in connection with any official duty or act, without first having obtained permission from the Director of Police.

5:53-1 Procedure for Receiving Giffs, When a gift or resurd of any description a tendered to a police or flower, and the deposited immediately with the Dicestor of Police of their labs passed through proper channels. An Administrative Solm sociol 1991 1901 shall accompany the gift or reward explaining the attendant circumstances. The continueding officer insul state whether he belaves that the facts is strated are true, and shall recommend approval or disapproval.

5 5.3-2 Presents from Other Police Officers. Police officers are forbidden to receive or accept presents



from other police officers unless permiss on has been granted by the D rector of Police.

5:5.3-3 Persons in Custody. Police officers or civilcan employees shall not loop to not shall they horrow or accept a gratuity or make a nurchase of personal property from any person in custody.

5:5.4 Private Use of Department Address, Police officers or elv in employees shall not use the Depar ment mailing address for private purposes. They shall not use the Depar ment Address or any motor vehicle registration certificate or driver Liense

5 5 5 Official Business, Police officers or cavi an employees shall treat the official business of the Dipartment as confidence. This Role does not probabil the amount ne of oil cal bus acres to persons entitled to receive it, or the release of information at the direction of a commanding officer

5.5.6 Conneration with the Press Police officers who are in control of a crime scene, or who are resporsible for concerc use an investigation, may supply information and priv cooperate with the working press to an extent which is consistent with sound police practice and which will not jeopar, ze pages gative progress. In cases involving an assault, pon a poice officer or the discharge of a resource by a police officer, police officers shall render cooperation in accord with Department policy as a ithorized in a General Order

5:5.7 Privileged Information, Police officers shall not make statements to news mou a, either directly or murrent y concern ne a defendant's alleged confession or inculpatory admissions, or revea information concerning the defendant's crimina, record, either of convictions or arrests, before and during a criminal trial Po ce officers in violation of this Rule are subject to disciplinary action under the Department Rules and Regulations and face possible indictment under the laws of the State of New Jersey.

5:5.8 Sex Offense Victims and Juvenites. Police officers shall not disclose the identity of a silvenile delinquent, a neglected child, or a victim of a sex crime other than to competent authority.

all their just debts and meet all the r legal I abilities.

5.5.9 Roster Information, The Department roster, future the names of all no see officers or any nortion thereof, sha , not be given to any individual firm or cornocation unless neemission is first obtained from the Police Director

5:5.10 Addressing the Public, Police officers shall obtain a other ration from the Chief of Pouce before de ivering addresses at public gatherings concerning the work nee of the Denar ment. Police officers must also obtain such authorization becare they make statements for rublication concerning the plans polic.es or affairs of the administration of the Depart-

5.5.11 Physician's Report, Police off cers sha . not dividee any information contained in a physician's report other than to competent authority

5.5.12 Identity of Physician. Police officers shall not don as except to competent as but to the size tity of a physic an making such a report, nor nerr it a posse officer of the Department not directly concerned with the case to examine such reports, documents, books or records in which the name of the physician might appear

5:5.13 Physician's Identity Omitted in Press Releases. Pouce officers receiving information from members of the medical association must omit the names of physicians from any report given to newspapers.

5:5.14 Confidential Identity, Porce of seers shall not divulge the identity of persons who seek to aid the Denartment (arough furnishing information vol. untarily when these persons request that such identity not be made public 5:5.15 Privileged Identity. Police officers shall not

reveal the name of any person who complains that another person has violated the law except (1) When police officers must be guided by the

due process of law (2) When investigating notice officers find it

necessary to do so in the performance of duty

5:6 DEBTS

5:6.1 Obligation, Police officers shall promptly pay of Police

5:6.3 Endorsement, Police officers shall not en-5;6.2 Indebtedness to Police Officers. Police offidorse any note or paper whereby such no see officers cers shall not borrow money, securities or property or may objecte themselves for its payment, or who otherwise become indebted to other Department pootherwise may assume responsibility for the payment lice officers unless permission is granted by the Chief of the debts of others.

5:7 TELEPHONE BEHAVIOR

5.7.1 Response to a Telephone Call. A police officer answering a te ephone call shall promptly respond by first giving his command, his assignment, his rank or title, and his surname in that order.

5.7.2 Initiation of Telephone Calls. A police officer initiating a telephone call shall identify himself to the responding party by g ving the name of the command to which he is assigned, his rank or title, and his surname, before he begins conversing

5:7.2-1 Local Calls. Poster officers may use Depertment telephones to make local calls on official business without first seeking the consent of a supetion officer or first notifying the telephone operator.

\$7.7.2.2 Calls beyond Local Area. Police officers may call beyond the extended Newark area on officea, business, but they shall first obtain the consent and approval of a superior officer. When a superior officer of the consent and be made, but the caller must northy in a superior officer as not available and the need urgent, a call may be made, but the caller must northy in a superior officer of the caller must northy in a superior of the legione uperior shall be advoced of both the stame for the reached and the selentity of the caller.

577,23 Private Calis. Pol.co off.cers shall not use Department telephones for private calis directed after to local or ang datance points. Police officers, however, may ootan permas on from a specific proceeding the control officer under certain circumstances to make a private all Emergency, death in the family, or other special erroumstances, are anxiances in which permission may be trained.

567.3 Tuck, Courtesy, and Judgment. Police officers shall use text, courtesy and good judgment at all times when using the Department relephones, and what the expectate years of the meet for marriaring about the country of the policy of the

5:7.4 Transfer of Calls, Police officers shall transfer a telephone call when the caller requests another extension or when police officers cannot serve the caller Police officers shall not transfer calls in order to avoid responsibility

5s/15. Home Telephone Numbers. Police officers shall not disclose the home telephone number and address of police officers to any but authorized or other competent authority. Other callers may be advaced to leave their telephone numbers so that the police officer concerned may return the call.

RULES OF DISCIPLINE

6:1 PENALTY FOR MOLATIONS

According to the nature and aggravation of the offense, any police officer or civilian employee of the Police Department who commits any illegal act, or, commits a violation of any Rule, Regulation, Procedure or Order governing the Police Department shall be subject to

- (1) Reprimand
- (2) Fine
- (3) Suspension from duty
- (4) Reduction in rank
- (5) Dismissal

6;2 ABSENCE WITHOUT LEAVE

Police officers shall not be absent from duty except for illness or injury without the consent of a superior officer

6.1 SICK LEAVE DESIDENCE DESTRICTION

Police officers while on sick leave shad not leave their residences without the permission of a Department Surgeon. For each day a police officer is not in residence and is not awa, able to the Poice Surgeon, a police officer is subject to multiple charges, inasmuch as each day away from his residence while on sick leave is a spentate official.

64 ACTS OR OMISSIONS

Department members shall in every instance conduct themselves in a manner which is conductive to good order and discipance. Department members shall faithfully and diagently carry out all of the duties, responsibilities and fuortions of their individual and collective offices, postulons or employment,

6:5 UNFAVORABLE CONDUCT Department members shall not conduct themselves in a manner which reflects unfavorable on the cour-

age and resourcefu ness of the Department
6:6 NEGLECT OF DUTY

616 NEGLECT OF DUTY

Department members shall not commit any act nor shall they be guilty of any omission that constitutes neglect of duty

6.7 PUBLIC DISPARAGEMENT

Department members shall not publicly disparage

or comment unfavorably or disrespectfully, on the official action of a superior officer nor on the Rules, Regulations, Procedures or Orders of the Police De-

6.8 ACTS OF INSURORDINATION

Department members shall not commit acts of insubordination or disrespect to any superior officers.

6:9 ALCOHOLIC BEVERAGES

6:9.1 In Uniform, On and Off Duty. Police officers when in uniform both on and off duty shall not drink intoxicable beverages in any form.

6:9.2 Off Duty. Department members when off duty shall not drink a cohole beverages to an extent which repders them unfit to a call for duty

6:9.3 Transporting Alcoholic Beverages. Department members while on duty shall not transport alcoholic beverages on their person.

6:9.4 Entering Liquer Establishment. Police officers when on duty or when in uniform shall not enter any place in which intoxiciting liquor is sold or furnished, except when necessary to do so in the performance of a police duty.

6-9.5 Intoxicants In Police Buildings. Police officers shall not bring higuor or other infoxecants into a Department building unless the liquor has been officially seized. In extensising circumstances, permission to bring infoxecants into a police building may be granted by the Police Director or by the Chief of Police.

6.9.6 Intoxication or Blegal Use of Drugs. Department members shall not come under the influence of a cobolic beverages, narcotic drugs, or other stupefuns or intoxicating acents.

6-9 7 Examination of Luffi Police Officers. Super, or officers shall require the Department Surgeon to expanse immediately any subordinate who reports for duty, or who is found on duty, in an unfit condition, when this condition is believed to be caused by the use of intoxicants or the unlawful use of narcotics or other stupefring drugs.

6:9.8 Exceptions. Police officers may consume al-

(1) The consumption is a pecessary part of a police task, for example, a surveillance or an under-

(2) The police officer is not in the uniform of the Newark Police Department.

cover investigation.

- (3) The investigating police officer has obtained the consent of his commanding officer.
- (4) The police officer exercises moderation and does not consume an amount which would render him unfit to perform his duty.
- 6:10 MENTAL AND PHYSICAL CAPABILITY Department members shall not render themselves mentally or physically incapable of performing their required duties.

6:11 MALINGERING

Department members shall not feign illness, injury or incapacity to perform required duties, nor shall they fail to follow a lawful order issued by the Police Surgeon or other Surgeon acting in his stead

6:12 LEAVING POST

Department members shall not leave their posts or assignments without just cause.

6:13 ATTENTION TO DUTY

Department members shall not sleep, idle, or loaf

while on duty.

6:14 DISOBEDIENCE OF ORDERS

Department members shall not wi.fully disobey lawful orders,

6:15 PROPER PATROL OF POSTS

Department members shall properly patrol their assigned posts,

6:16 PAYMENT OF JUST DEBTS

Department members shall neither neglect nor refuse to pay their just debts.

6:17 ASSISTING ESCAPE

Department members shall not communicate any information nor shall they aid a person to escape arrest nor shall they delay in taking action to apprehend an offender.

6:15 MALTREATMENT OF PRISONERS OR OTHER PERSONS

Police officers shall not wilfully maltreat prisoners or other persons

6:19 USE OF FORCE

Police officers shall treat all persons and prisoners in a fair and humane manner at all times as provided by law Police officers shall exercise force only to the degree required by the circumstances necessary.

- To prevent escape
- (2) To secure detention

- (3) To subdue violence
- (4) To prevent violence to another prisoner
 (5) To defend their own lives or the lives of others

6:20 SAFEKEEPING OF PRISONERS

Police officers shall be responsible for maintaining the satchezing of any prisoner and preventing his escape. Police officers shall be responsible for maining the safe custody of any prisoner during suctaming the safe custody of any prisoner during suctaming the safe custody of any prisoner distributions that the prisoner as the prisoner from a posice officer sha, be considered prisoner from a posice officer sha, be considered

prima facie evidence of gross neglect of duty 6:21 CONFIDENTIAL INFORMATION

Polace officers shall not reveal to any persons not members of the Posce Department any proposed police action or movements, or the provisions of any official order, without first obtaining permission from the Chief of Police.

6:22 FALSE STATEMENT

Police officers shall not falsify any official report or record.

6:22.1 False Statements Defined. Police officers who deliberately depart from the truth by contuce, misrepresenting, or distorting any fact on any form, questionnaire, or report shall be charged with having made a false statement.

6:22.2 Pre-employment Statements. Poince officers shall be held to have violated this Rule, retroactively, who had made false statements during their investigation for candidacy to the Police Department.

6:23 BRIBES

Police officers shall not solicit or accept bribes in money, or other valuable articles.

6:24 CRIMINAL LAW

Department members shall not violate any criminal law, any provisions of the Disorderly Persons Act or of the City Ordinances. They shall commit no illegal act.

6:25 ACTS OF IMMORALITY

Department members shall not commit acts of immorality indecency or lewdness.

6:26 PERSONAL APPEARANCE

Department members shall be clean in both person and dress.

6:27 INDECENT LANGUAGE

Department members shall not use indecent, pro- fane, or uncivil language.

6:28 MISCONDUCT GENERALLY

Any violation or offense not properly chargeable of Discipline shall be charged under Rule No. 6, against a Department member under any other Rule

PERSONNEL ADMINISTRATION

7:1 GENERAL QUALIFICATIONS OF POLICEMEN

"No person shall be appointed an officer or member of the po ce force unless he is a crizen of the United States and has been a resident of the mone pasty in which he is appointed for two years next preceding his appointment, is sound in body, of good health suffic ent to sat six the board of trustees of the police retirement system, of New Jersey, that such person is eligible to membership in the police retirement system, able to read, write and speak the English language well and intelligently, and is of good moral character. No person shall be so appointed who has been convicted of any act constituting an ind crable offense, or who has been convicted of any erime or offense involving moral turp-tude." Source New Jersey Statutes 40 47 3 40 69A 166

7:2 DEFINITIONS

7:2.1 Hours of Work, Legal Authority. Certain hours are designated in assigning members to regular tours of duty. Hours of work are limited by Section 2 135 Lof the Revised Ordinances of Newark, 1959. Supplement adopted from the Revised Statutes of New Jersey (40 11 13.2 et. sec.) "The hours of employment shall be eight hours a day and forty hours a week." Source Section 2.135 2 Revised Ordinances of Newark, 1959 Supplement.

7:2.2 Emergency Suspension of Days Off. In case of emergency, police officers and civilian employees of the Police Department may be summoned for and

kept on duty during the emergency, Source, Section 2.135 3 Revised Ordinances of Newark.

7:2.3 Absence from Duty for Five Days Continuously. Any pouce officer who shall be absent from duty without just cause for a term of five days continuously, and without leave of absence, shall at the expiration of such five days, cease to be a member of such Police Department and force. Source New Jersey Statutes 40 47-3

7:2.4 Sick Leave Defined, Sick leave is the period during which a police officer is excused from active duty by reason of illness or injury

7:3 LEAVE OF ABSENCE

7:3.1 Suspension of Vacation, Day Off or Leave of ployees are entitled to days off which are to be taken Absence. Any vacation, day off, or leave of absence. according to a schedule arranged by the respective may be suspended when a sudden and serious emercommanding officers, gency anses, and when in the judgment of the Direcfor of Police or the Chief of Ponce such action be

7:3.2 Days Off. Police officers or civilian em-

taken.

7:3.3 Exchange of Vacation or of Days Off, When

mutually agreeable, any two police officers, or any two civilian employees may exchange their vacation periods or days off, but may do so only with the anproval of their commanding officers.

7:4 SICKNESS AND INJURY LEAVE

7:4.1 Prompt Report of Sickness or Injury. Police officers and civilian employees shad report in ury or sickness, whether on or off duty, promptly to their command. The superior officer receiving the report shall execute the required forms at once so that the Surgeon's Office is notified for disposition and record

7:4.2 Reporting Sick or Injured, Police officers and civilian employees unable to report for duty because of sickness or injury shall make an immediate report to their commanding officer or desk figurenant in person, or by telephone. If the police officer is unable to report, a relative or other responsible person shall potify the commanding officer or desk Leutenant of all pertment facts either in person or by telephone

7:4.3 Address of Confinement. Police officers and evilian employees when sick or insured shall be responsible for notifying their supervisor as to their place of confinement or of any subsequent change in

their place of confinement.

7:4.4 Sick or Injured on Patrol, Investigative or Truffic Duty. Police officers taken sick or injured on patrol, investigative or traffic duty shall report the facts to their command by signal box or telephone and shall remain on duty until relieved, unless excused by the desk lieutenant or by another superior officer The only except on to this Rule would be where the sickness or injury is disabling to the point of preventing compliance

7-4.5 Sick or Injured When on Other Than Traffic Parto, or Janvestigative Datis, 70 ee or seers away food to other than traffic, patrol, or anvestigative daily when taken sick or rapired shad notist or cause their command to be not field. When this is not possible, the Headquetter Informs on Deak 8.-s. he not acc, and the police officer shall continue on days until the police officer shall continue on they until the first part of the first

7.4.4. Accessibility is Department Surgeons and Superior Officers. Ponce officers and covid on employees mast be access of the Department Surgeons or to the 5 per or officers or 5 pers viso concerned, at all times. The surgeons must be seen accurately informed as to the medical condition of the ponce officer or civilian amployee. The orders of the Department Surgeons shall take precedence over

7:4.7 Return from Sick or Jajury Louve. Police offers, upon becoming able to resume their duties after recovery from suckness or injury, or upon being ordered to return to duty by a Department Surgeon, shall contact their command without delay and be guilled by the instructions received from their comnismaling officer or desk leutenant. They shall not leave their residence until they have contacted their command.

7.4.8 Unauthorized Absence. Pouce officers or cavi am employees, who absent themselves in an improper manner sha be surject to one op participal such absence, and shall be subject to charges being preferred against them. Police officers are guilty of unauthorized absence.

 Who are not at home or who are not at their place of confinement, while on sick leave, when visited by the Department Surgeon or a superior officer

(2) Who feign illness of injury
(3) Who decrease the Department Surgeon in a

(3) Who deceive the Department Surgeon in any way as to the r true condition

(4) Who are injured or become sick as the result of improper conduct or of intemperate, immeral or vicious habits or practices.

(5) Who violate any provisions concerning the reporting of sickness or injury

7:5 REPORTING OF INJURY REQUIREMENTS Report to Commanding outs de the City, he shall submit an "Administrative

with Rule 7.5.1

7.5.1. Injury. On Duty, Report to Commanding, Officer. Whenever a police of Get or a cre tains as rigared on duty, he shall execute, or he shall cause the execut on of writest reports contain up perfused facts to his commanding officer. Every apray of all be subject to the cious scrutiny of the Department Surgeon.

7.5.2 hybry Not Affecting Going (Iff Duby, When a police othere or a ex-sit an employer reports in any pary when does not necessitate h a going off stry, the property of the control interesting the strength of the control interesting the strength of the control interesting the strength of the control interesting the cause of the superior officer could a "Report of S sk and lapared" from DP, 201 when shall be sent to the Pro-to-Screen, desert on grantfly the cause of the superior The posts of error or contain employee as all them to direction to report for contains employee as all them to direction to report for quarters at 10 00 A M on the next bauners day jobious glave models.

7:5.3 Report "On Duty" Injury Within 24 Hours. All injuries sustained on duty shall be reported, when practicable, within 24 hours after the occurrence. If possible, police officers shall report all njuries before reporting off daty. They shall exect te writer reports relating the m_urces, the names of witnesses, the correborating facts and any other petitiones information.

7.5.4 Human Blte Wound. When a human bite wound is inflicted upon a po reo officer whether ondity or off-daty, he shall report without celly to the Police Surgeons Office no to a private physical no rhospital for unmediate alerthous. If the bre wound occurs within the Cdy, he shall submit an "incident Report" relating fall details If the bite wound occurs.

3.4.5 Verification of Seck or Injuty Off Dwis Report. The crisk clearings, upon creeped of an off deay seckness or injury report whether verbal or written concerning a pose efficier wish direct true tors report has verified by a superior officer unless the "Report of Six and object", DPL 201 is easied in person. This dess heartmant shall immediately dispatch as spectra officer from the present in which the six plotted officer resides or is confined, to verify the six keeps; insury and confinement.

Surgass on ' relating full details. He shall also comply

7.3.5 Feigulay Sickness or Injury. The superior of feer maxing the verification shall notify the disk acutenant concerned when he believes that a pose officer report in gisk or injured, a not actually sick or injured, a not actually sick or injured, a not actually sick or injured, and it consequently attempting to evane reporting for duty. The cests keetenant shall then not fy the Police Surgeon and the commanding officer of the police officer concerned.

7.97 Surgeon to Check on Alleged Feguing of Schoeses of Injury. Upon outlieation on the investgating superior officer of alleges fe gining of i Inness or in city, the Department Surgeon is bla. 8 with home or pace of confirement of the power officer or evidant employee. The Surgeon ishall determine and then out fy the commanding officer of that members as to his finding.

7:5.8 Verifying Confinement, When a police officer is confined to a hospital or other institution in him or without the City, the superior officer receiving the "Report of Sick and Injured" shal, begin verification

procedure. This shall be done by telephone message or personal visit to locations within the City, and by telegram, teletype or telephone contact through the Central Communications Bureau to locations outside the City. In all cases, the names of persons supplying this verification shall be obtained and noted in the desk blotter

7.5 9 Sickness or Injury Outside the City.

7:5.9-1 Communication of Information by Telephone or Telegram. Police officers or civ.lian employees reporting sick or injured off duty from outside the City shal immediately report these facts by means of telephone or telegram to their commanding officer, or in his absence, to the superior officer in charge of the command concerned. They shall report their place of confinement, their telephone number, the nature of their ...lness or in, ity and the name, address and telephone number of their attending physician. A so, they shall about notify their commanding officer or the superior officer in charge when they return to the City This information sha be recorded in the desk blotter by the desk lieutenant when received. When a tologram has been sent, it shall be attached to the "Report of Sick and In pred" (DPI 201) which shal be forwarded to Police Headquar-

7:5.9-2 Investigation of Off Duty Injury Incurred Outside the City, Investigation of an off-duty mury 7:6.1 Contanious Disease in Family, Pouce officers

or civilian employees having a person in their house-

hold stricken with a contagious disease shall report

this case and his directions must be obeyed

to a police officer or civilian employee which was incurred outside the City shall be assigned to a superfor officer who shall submit complete reports of his findings. The superior officer shall obtain the necessary information by telephone. In cases where it is necessary to go outside the City limits for additional information, the investigating superior officer may do so. However, in no case may an investigating superior officer travel out of the State without first obtaining permission from the Chief of Police

7:5.10 Letter from Attending Doctor When Reporting Sick or Injured Off Duty from Outside the City. Police officers reporting sick or injured from outside the City shall obtain a letter from the attending physician describing their illness or miury accompanied by a prognosis for recovery. They shall send the letter promptly through official channels to the Office of the Police Surgeon

7:5.11 Consulting with Surgeon before Surgery, Pouce officers or civinan employees except in cases of extreme emergency, shad not submit to an operation until they first consult with the Department Surgeon or his assistant

7:5.12 Hernia Considered an Accident. Po .cc off. cers or civilian employees shall consider every case of hernia, incurred on or off duty, an accident and not an illness. The "off duty verification procedure" shall be followed in each case

7:6 CONTAGIOUS DISEASE

Diseases. Police officers who come in direct contact with persons having contagious diseases, or who have been otherwise exposed to the contagion, shall at once notify their commanding officer who shall by way of channe's to the Chief of Police inform the Surgeon or his assistant. They shall comply with the directions given by the Surgeon or his assistant regarding treatment for contagious disease,

the facts to the r command and report to the Surgeon in person. The Surgeon shall have full jurisdiction in 7:6.2 Contact with Persons Having Contaglous

7:7 MATERNITY LEAVE (POLICEWOMEN)

Married policewomen shall be granted maternity leave without pay after app ication has been made through channels to the Chief of Police subject to the following conditions.

7:7.1 Application for Leave. Application shall be made thirty days before the leave is to bee a

7:7.2 Length of Leave. The leave shall start before the eath month of gestation, but if the applicant is

tion ends. Maternity leave shall be for not less than six months, nor for more than eighteen months 7:7.3 Statement of Physician Required. A physi-

c.an's statement estimating the approximate period of confinement shall be submitted with the application. 7:7.4 Termination of Leave, Leaves may be term-

mated for sufficient reason upon application to the eligible for vacation, she may take the vacation first, Director of Poice with the approval of the Police with her maternity leave not beginning until her vaca-Surgeon

7:8 MILITARY LEAVE

7:8.1 Military Reserve Leave, "A police officer or a civilian employee who is a member of the Organazed Reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corns Reserve, or other affiliated organization, shall be entitled to leave

of absence from his respective duty without loss of pay or time on all days on which he shall be encared in field training. Such leave of apsence shall be in addition to the regular vacation allowed such emplayer or police officer" Source: New Jersey Statutes 38 23-1

7:8 2 Enlictment or Re-collistment in National or State Military Organization, Police officers and civilun emp avers of the Department shall not enlist reenist or accept a commission in any federal or state military organization without having made proof notification to the Chief of Police

7:8.3 Extended Leave, (Surrender of Department Property), Before reporting for extension military service, police officers of the Dopartment shall surrender all Department property held by them to their commanding officers

7-8.4 Deeft Board Determination. When a police officer or civilian employee has been classified "I-A by Selective Service, or ordered to report for exammation, he shall immediately make these facts known to his commanding officer

7:8.5 Field Training Leave, Police officers or cavican employees enone on military teave for field trainone must notely their commanding officer at least 30 days before the date their training period is scheduled to begin. They must also submit copies of their official military orders at least 5 days prior to the date they are to report for duty.

7:9 STATE OR COUNTY LEAVE

7:9.1 Leave of Absence: State or County Agency. "Leave of absence without pay may be granted to a member of a mana pal poace department an order that such member's services may be made available to a state or county agency by the appointing authorsty at the written request of the member and of the state or county department desiring such member's services. Such member's services, however, sha I not be used to displace any member of such denart. ment or agency requesting his services." Source New Jersey Statutes 40 47-20.3 This statute authorizes the Director of Police to grant or refuse to grant a leave of absence to a police officer in order that the police officer render his services to another city depariment or city agency

7:9.1-1 Limitation on Period of Absence: Extension, "Any leave of absence so granted shall be for a

in the same manner as originally granted from year to year, for a total period not in excess of five years, 7.9 I-2 Retention of Pension and Retirement Benefits. Any member granted a leave of absence shall remain a member of the Department and of the pension and retirement system upon continued navment

Source New Jersey Statutes 40 47-20 4

period not in excess of one year but may be extended.

of contributions," Source: New Jersey Statutes 40 7:9.1.3 Rights on Resumption of Office, Position

or Employment, 'Upon the expiration of leave of absence and return to duty the member shall resume his office, position or employment and shall receive the same salary adjustments, increments, seniority and pension rights had this leave not been granted Source: New Jersey Statutes 40 47 20.6.

7:10.1 Death in the Immediate Family. A police officer of the Department on application to his commanding officer shall be grapted three consecutive days leave of absence with tull pay on the death of wife, husband, father, mother, step-mother, stepfather, mother-in-law, father-in-law, son, daughter, step-son, step-daughter, brother, sister, step-brother and step-sister.

7:10.2 Death Leave Allowance in Special Cases. In special or unusual cases, a commanding officer may allow a police officer or a civ ian employee to attend funeral or memorial service for someone other than those persons ecomerated in Rule 7 10.1. The

7:10 LEAVE OF ABSENCE FOR DEATH IN FAMILY

intent of this provision is to cover the situation in which someone other than the immediate kin has raised the pouce officer, or had a very close relationship with him

7:10.3 Application for Death Leave. Application for a Death Leave shall be executed by the police offleer or the civilian employee on the form provided in which shall be stated the specific relationship between the deceased and himself and the days in which he shall be absent. It shall be incumbent upon the commanding officer granting this leave to verify the death of the deceased and the relationship of the subordinate to the deceased.

7:11 ANNUAL VACATION PERIOD SUBJECT OF SPECIAL ORDER

7:11.1 Selection of Vacation, Annual vacation persods shall be selected according to seniority within the audividua, ranks. In the ranks above patrolman, when the accrued seniority in rank is equal, the determing factor shall be length of service in the next preceding rank.

7:11.2 Vacation Scheduling, Vacation periods shall not be scheduled between the dates, Doormher .5th and January 2nd, without the permission of the Chief of Police Vacation schedules shall be arranged by commanding officers with due regard to the require-

ments in the particular branches of service under their commands. Vacations shall be completed by December 15th.

7:11.3 Deferment of Vacation, Only under extenuating circumstances subject to the review and approval of the Chief of Police may vacations be de-

7:11.4 Vacation Address. A report of a vacation address is not required from a police officer or a civilian employee whose vacation application has been approved. Permission is thereby granted to him have been selected, they shall be completed without to leave the city during the approved period of vacat on

7:11.5 Split Vacation, Sout vacation periods may be granted to any posee officer of the Department providing permission has been obtained from his commanding officer However, once vacation periods

pencies.

interruption unless it becomes necessary, by reason 7:11.6 Change of Selected Dates Prohibited. After vacation dates are selected and applicat on has been filed with the communding officer, police officers shall be permitted to change dates only in emer-

2:12 RESIGNATION

7:12 1 Resignations to Be in Writing. All resigna-7 12.3 Resignation Probabited White Charges Are tions of police officers or civilian employees must be Pending, Police officers or civilian employees are in writing and hear the signature of the person reprob bited from revening while charges are pending signing. Police officers shall provide the Cnief of against them, except by permission of the Police Di-Pouce not less than five days written notice or stall have obtained special permission from the Chief of 7:12.4 Superior Officers May Accept Resignations.

Pouce or the Police Director to do otherwise Any superior officer of the Police Department may 7:12 2 Permission Required. Pouce officers or accept the written or oral resignation of any police crydian employees shall not withdraw or resign exofficer or civilian employee pending acceptance by cept by permission of the Police Director. the Police Director

of emergency to suspend them

7:13 SUSPENSION

7:13.1 Definition, Suspension is the act of temporarrly denying a pouce officer or a civilian employee the privilege of performing his cuties as a consequence of alleged violation of Department Rules and Regulations or violation of law. While under suspension, the police officer or the civilian employee shall not receive pay

7.13.2 Suspension, Removal, Fine and Reduction Procedure. 'Pouce Officers shall not be removed from office or employment for political reasons, or any cause other than incapacity, nuscondict, nonresidence, or a sobedience of rules and real ations established for the government of the police force and department," Source New Jersey Statutes 40

7:13.3 Suspension by Chief of Police, Whenever deemed necessary, the Chief of Police may suspend any police officer or civilian employee from duty, pending formal charges

7:13.4 Chief to Notify Director. In every case of suspension, the Chief of Police, or other authorized person shall notify the Police Director in writing as soon as possible, statute the name of accused, the particular rule vo ated, and the specific charge against the accused person, together with the names # and addresses of all witnesses.

Lee officer under suspension shall immediately surrender his badge, revolver and a lother Depurtment property to his commanding officer pending disposition of the case. Any civilian employee under suspension shall immediately surrender all department or city property in his possession to the commanding officer or the civilian supervisor of the unit to which he is assigned.

7.13.6 Outside Employment. Po. cc officers under suspension shall obtain permission from the Police Director in order to engage in outside employment guring the period of suspension from the Police De-

7:13.7 Relieved from Duty. A police officer under suspension is reheved from the duty of reporting to a precinct station or other command, unless he is directed otherwise by the Chief of Police. He shad be responsible for any further violations of the Departmental Rules and Regulations while under suspension.

7:13.8 Wearing of Uniform Forbidden. Police officers under suspension shall wear their uniforms when directed to answer a summons for Departmental trial

7:13.9 Suspension Pending Investigation. Po cc officers or c vis an employees under suspension shall not be restored to duty pending investigation or hear-7:13.5 Surrender of Department Property, Any po-

7.14 DISCIPLINARY ACTION

within 10 days after receiving a written copy of 7:14.1 Charges against Police Officers, When a pocharges against him. Lee officer or a civilian employee of the Department is charged with violation of the Rules and Regulations, he shall submit a report, through channels, stating whether he wishes to plead "guilty" guilty with an explanation", or 'not guily to such charges,

7:14.2 Plea of "Guilty" or "Guilty With an Explanstion". When a police officer or a civilian employee wishes to plead "cuilty", or "euity with an explanation", a date shall be set for a hearing before

the Police Director. The Police officer or civilian employee may be represented by an attorney of he des nes. The Pouce Director may refuse to accent a plea of "guilty" or "guilty with an explanation", at or a civilian employee cannot be served with charges apytime in any case.

7:14.3 Plea of "Not Guilty" or When "Guilty" or "Guilty With an Explanation" Is Not Accented, When lice officer or the civilian employee upon his return a po ce officer er a civilian employee pleads "not to duty. The police officer or the civilian employee guilty or when his plea of "guilty" or 'gults with an explanation" is not accented by the Po or D. rector, a date for a police trial will be set and the police officer or the civilian employee shall be notified employees may be represented by an attorney of their of the date, time and place of such a trial

choosing at the Department hearing

7:15 TRANSFERS Application for special assignment or transfer commanding officer who shall forward it through shall be made in writing by the police officer to his regular channels to the Office of the Chief of Police

7:16 DEATH AND INJURY NOTHICATION

7.16.1 Death or Serious Injury. When a police of- Office of the Chief of Police and the deceased offificer or a civilian employee is killed or semposty in sured, either on or off duty, his commanding officer shalf make immediate verbal not fication to the Chief of Police or to the commanding officer acting in his absence. A written report wil, follow no later than the following work day. Information shall use use the date, location, cause and the extent of injury and property damage. Serious injury in this instance means an injury which could result in death or disability.

7:16,2 Death of a Police Officer, When a police officer receives notice of the death of a brother police officer or of a retired police officer, aptification of such a death shall be made in the following manner: (1) During Regular Business Hours: Notify the

cer's most recent commanding officer (2) At Other Times, Notify the Commant, Post

7:14.4 Leave of Absence Preventing Notification.

When for any reason such as il ness, vacation, mi i-

tary leave, or other leave of absence a police officer

and their specifications and a report is not obtainable, his commanding officer shall retain the charges

and their specifications and serve them upon the no-

7:14.5 Legal Counsel, Police officers or civil an

shall then submit his report as specified

of the Patro. Division or alternatively, the main detaof the Detective Division. The supervising officers of the Command Post or of the main dess of the Detective Division, whichever is not fied, shall be charged with the responsibility of notifying the commanding officer, of the deceased officer's most recent command.

7:16.3 Notification of Family, Commanding officers shall immediately notify, or cause a police chaplain to notify, the family of a police officer attached to his command who has died, who is dving, or who has been injured.

7:17 DEPARTMENT FUNERALS

7:17.1 Commanding Officer to Contact Family of Deceased Member. Upon the death of an active member of the Department, the commanding officer of the deceased member shall (1) Acquaint himself with the family conditions

of the deceased (2) Make arrangements for proper funeral export

and pallbearers, if members of the family so desire. (3) Determine where services are to be held, and determine the date and hour of burial and the place

(4) Promptly relay such information through the proper channels to the Chief of Police,

of interment

7:17.2 Death in funnchiate Family of Department Member. When a death occurs in the immediate family of an active member of the Department, the commanding officer of the member in whose family such death occurs shall notify the Chief of Police

7:17.3 Funeral Escort. Unless otherwise specified,

escorts at the funerals of members of the Department shall consist of the commanding officer of the depeased, one lieutenant, two sergeants and eight patrolmen, together with the necessary pallbearers. Other detailed specifications are set forth as follows.

(1) At the funeral of a deceased retired member. the commanding officer of the precinct where the body temporarily reposes, and the pallbearers shall represent the Department.

(2) Where it is impracticable for the escort to accompany the remains to the cemetery, their duties shall be confined to attendance at the place of temporary repose and at the church if services are held nearby

(3) The escort may accompany the remains such distance enroute to the place of interment as may be advisable in the judgment of the commanding officer.

(4) Whenever conditions permit the excert shall form opposite the temporary place of repose, evenly centered on the entrance thereof.

(5) After the escort has been formed and while it charge of the detail. is in formation, all commands shall be given by the commanding officer of the escort

(6) Prior to the appearance of the casket, the commanding officer shall give the command "Attention". Upon the appearance of the casket, the command "Hand Salute" shall be given. This position shall be held until the easket is secured in the hearse whereupon, the command "Order Arms' shall be gaven.

(7) The formation on the march of the escort shall be at the discretion of its commanding officer who will be governed by the conditions that exist on the line of march.

7:17.4 Funeral Procession, The funeral procession is formed in the following order

- (1) The escort
- (2) Clergy.
- (3) Casket and pallbearers.
- (4) The Director of Police
- (5) Chief of Police, Deputy Chiefs and Inspectors of Police
- (6) Mourners.
- (7) Members of the Police Department in order of rank.
 - (8) Distinguished persons
 - (9) Delegations.
 - (10) Societies.
 - (11) Civ.lians.

subject to the discretion of the superior officer in lice duty

7:17.5 Formation of Place of Services,

(1) As the center of the escort arrives at the entrance of the church, temple, or other place of servsees, it shall be halted and the command "Left Pace" or "Right Face" given so that the formation faces the building where the services will be held

- (2) As the casket is removed from the hearse, the command 'Hand Salute" will be given, and this position will be maintained by the escert until the casket has been taxen incide the church.
- (3) Before the command 'Fall Out' a given to the escort, the commanding officer will inform the escort that the formation shall be reassembled at least five minutes before the church services are concluded, but a definite time should be specified

7:17.6 Formation and Procedure at Conclusion of Services. Upon completion of the services, the escort shall stand in the same formation repeating the same procedure followed when the casket was removed from the home or funeral parlor,

7:17.7 Pallbearers to Accompany Funeral to Cemelery. The not bearers we accompany the function to the cemetery in coaches if they are provided or by other agreed upon transportation, and they shall bear the body from the hearse to the grave

7:17.8 Members to Salute in Presence of Hearse. Members of the Department assigned to duty at the funeral of a member, or assigned along the route of such funeral, shall assume the position of attention and give the regulation salute as the casket is being placed in or removed from the hourse, or when the hearse passes them enroute to the celettry, unless Variations of the procession order may be made, they are actively engaged in the performance of po-

7:18 RESIDENCY

7:18 I Bonafide Residency Requirement. Police officers of the Department shall be bonafide residents of the City of Newark. New Jersey "Police officers employed by the Newark Pouce Department who are permanently employed by the City of Newark, New Jersey at a fixed annual salary shall hold their respective offices and continue in their respective emplayment during their residency in the City of Newark, New Jersey " Source: New Jersey Statutes 40

officers and civilian employees shall report any change in residency to their commanding officer at least twelve hours before such change taxes effect They shall execute the Department form for this purpose.

7:18.3 Home Telephone Number. Police officers #and cavilian employees shad report their home te-ephone number, or when there is no home telephone, they shall leave record of the number of the nearest 7:18.2 Change of Residency Notification, Police telephone through which they may be reached.

7:19 MARITAL STATUS

Police officers and civilian employees shall notify that status at least twelve hours before such change their commanding officer of any change in their mar- becomes effective.

7:20 NAME CHANGE

Police officers and civilian employees shall notify at least twelve hours before such change becomes their commanding officer of any legal name change effective.

7:21 DRIVER LICENSE

Police officers and civilian employees operating longing to a police officer is revoked, suspended or Department motor vehicles shall possess a vali I New ...o.s; he shall emmediately make this fact known to Jerrey driver (height effective the Menopere a driver Lenoe be-

PATROLMAN'S DUTIES

8:1 PROBATIONARY PERIOD

8:1.1 Probation Eactors. Appointment of a pationan to the Police Department is for a probation period of 90 days after he has completed his training at the Academy. Continuation in the service is dependent upon the conduct of the appointer and his fitness to perform his dutes. At the termination of the probationary period, if the conduct or capacity of the probationer has not been satisfactor, he shall.

be notified in writing that he will not receive absolute appointment and his services shall be terminated by the Police Director without a trial. Reference New Jersey Statutes 11-22.6.

8:1.2 Subject to Orders. Each patrolman shall be assigned to a unit of the Department in order to perfect the organization and shall be subject to the lawful orders of any Department superior officer

8:2 RESPONSIBILITIES OF EACH PATROLMAN

Each patrolman shad:

8:2.1 Wear Badge and Name Tag, properly affixed to Black Leather Holder, on the left Breast of bis Outermost Garment. He shall at all times, when in uniform, wear his badge and name tag, affixed to the holder, on his outermost garment.

8:2.2 Give Name and Badge Number upon Request. He shall at all times give his name and badge number to any person making the request

8:2.3 Carry Nightstick. He shall on all tours of duty, when warranted by conditions or otherwise ordered, carry a nightstick in conformity with the Rules and Revulation:

8:2.4 Report for Duty Frompity. He shall report for duty promptly in proper and nest attre, fully equipped and in fit condition 8:2.5 Report "Off-Duty". He shall at the end of a

tour of duty, upon returning to quarters, sainte the superior officer in charge and have his name and his assignment checked on the Daily Assignment Sheet unless otherwise ordered by a superior officer

8:2.6 Carry Street Guide. He shall while on duty carry an approved street guide for the City of Newark.

8:2.7 Patrol Diligently. He shall faithfully, diligently and alertly patrol every part of the post to which he is assigned until he finishes his tour.

8:2.8 Assist beyond Post Limits. He shall never refuse to assist in the protection of persons or property near his post when his attention is intomediately required but shall return to his own post as soon as possible.

8:2.9 Avoid Concealment on Patrol. He shall not conceal humself while on post other than for a police purpose. 8:2.10 Inspect Post Carefully. He shall carefully

inspect every part of his post as often as possible.

8:2.11 Render Assistance When Requested. He

shall furnish information or render aid to all persons upon request in a manner consistent with his duties. 8:2.12 Investigate Disturbances. He shall when

any disturbance occurs either within his post lines or in the immediate vicinity, instantly proceed to the scene and use his best efforts to restore peace.

8:2.13 Check Vacated Dwellings. He shall pay particular attention to unoccupied or temporarily vacated dwellings or buildings whether or not these are assigned for special attention.

8:2.14 Vary Route of Patrel. He shall not continually follow the same route in patrolling a post, but shall occasionally stand in an inconspictions place, alert and watchful of the surroundings.

82:2.15 Leave Assigned Post Only on Police Duty. He shall leave his assigned posts by crossing the boundaries only in the immediate discharge of police duty and in such cases he shall notify his command as soon as possible.

82.1.6 Note and Remove Accident Hazards. He shall whale on duty note all street and selewalk obstructions and defects from which accidents may occur, and cause them to be removed when practicable II he cannot rectify the condition, he shall report his findings to the desk officer in the command and occurrence.

81.1.7 Give Special Attention to Construction and Excavation Sites. He shall pay attention to and safeguard all places where temporary building permits are granted, or where openings, or excavations are being made.

8:2.18 Insure Public Passage Through Construction Sites. He shall report to the desk officer, a charge when a suitable and safe passageway has not been provided for the public during construction or excavation work.

- 8:2.19 Secure and Make Safe Open Sowers and Manholes. He shall take corrective action concerning any manhole, coal hole and sewer basis left uncovered or insecure.
- 82.20 Inform Commander of Unsafe Buildings and Permit Violations. He shall notly his commanding officer of the condition of any building which may have become unsafe. He shall also jurnash bis commanding officer with information relaises to the absence of, or improper display of building permits during the process of building permits.
- 8.2,21 Notify Commander of Questionable Trade Conditions. He shall not fy his commanding officer in writing where any nosome, dangerous or any so come trade or business is being operated.
- 82.22 Take Action to Return Lost Children. He shall return lost children to the r homes when they are found on or near the x entry of his post and then promptly not ly the cests officer at the command of occurrence. When the residences are not known, or are located at a distance, the patrolimas hall not by
- 8:2.23 Send Homeless and Penniless to Precinct He shall send persons found penniless and without homes to known places of accommodations or to the

the desk officer and request instructions

- desk officer in the command of occurrence
 8:2.24 Be Alert for Street Solicitation by Street
 Walkers. He shall particularly watch female street
 walkers" or known prostitutes, and all persons who
- improperly accost others of the opposite sex.

 8:2.25 Report Cases of Destitution and Communicable Disease. He shall report all cases of dest tuton and cases of communicable disease of which the Health Department may not have been properly notified.
- 8:2.26 Relieve Blocked Thoroughfares. He shall use his best efforts to restore traffic flow when traffic is halted or congested on any street or roadway
- 8:2.27 Notify Commander of Nuisances. He shall notify his commanding officer in writing of all nuisances and other matters affecting the safety and convenience of the pithic which he cannot correct
- 8:2.28 Prevent Fires and Waste of Water. He shall be vigilant to prevent fire or waste of water
- 8:2.29 Direct Owners to Remove Snow and Ice-He shall a.ert persons concerned to remove snow, .ee, or other cause, from stoewalks which have made

them unsafe for passage

- 82.30 Direct Offenders to Remore Sidewalk Obstructions. He shall not Jy persons who have obstructed the r sidewalks e-mer by the placing of fuel, boxes or other articles, or by extending signs more than the lawful a stance from any store or building. He shall call any continued wishing to the attention of his immediate superior officers.
 - 8:2.31 Note Street Debris. He shall take notice of

- all ashes, garbage or other offensive matter thrown into the street, or a public place, and bring it to the artention of his immediate superior officer
- 8:2.32 Report Breaches of Law Affecting Public Safety. He shall report the names of the offending parties for complant and prosecution who repeatedly disregard laws, ordinances, orders and regulations for the governing of public safety, when a summary arrest cannot be made.
- 8:2.33 Disperse Lofterers. He shall disperse persons who are found unlawfully loitering on sidewalks or on street corners or who otherwise interfere with the passage of others.
- 8:2.34 Assist Pedestrians to Cross Heavily Traveled Street. He shall when the stream of traffic a continuous open the way for pedestrans wishing to cross and be especially rigilant to protect and to assist children and the aged and the infirm who would otherwise be exposed to danger
- 8:2,35 Check Vacant Residences. He shall pay particular attention to the residences of families who are temporarily out of the City.
- 8:2.36 Acquire Thorough Knowledge of Streets. He shall thoroughly acquaint himself with all parts of his post and with all streets, thoroughfares, bus routes, public buildings and other establishments.
- 8:2.37 Investigate Suspicious Motorists. He shall note and investigate all motor vehicles, and occupants of these vehicles that in any manner exerts suspicion.
- 8-2.38 Be Alert for Solen Autos. He shall pay particular attention to motor vehicles by observing registration numbers and be constantly alert for motor vehicles to been period which have been separated solent, which may have been used for an universal purpose, which are not properly acreased or equipped, or for which there is a traffic warrant or any other warrant outstanding.
- 82.2.9 Report All Lleense Vlotrious to Commander. He shall pay particular attention to all places and persons pectaring to licensed premises and shall report to his commanding officer knowledge of any uniformed place for which Leensing is required or knowledge of any provisions of the accesse that are violated.
- 812.40 Become Familiar with Traffic Signs. He shall familiarize himself with the locations and purposes of street traffic signs.
- 8.2.41 Report Damaged Traffic Signs. He shall when traffic signs are misplaced or tampered with, rectify them it possible. When traffic signs are missing from their proper location, he shall immediately make report of such fact to his commanding officer.
- 8:2.42 Report Light Outages. He shall pay special attention to all broken street lights and street light outages at night, and at the end of his four of duty submit a report indicating the location of such outage or broken I ght and the number of the electric light pole concerned.



- 8:2.43 Report Light Outage Creating Serious Hazard. If a sired light a not burning at right at a diagerous intersection or recoss ig and, where there is a possibility of a serious accident, a hazard to pedesturans, or criminal activity taking pace, he shall immediately inform the desk lieutenant at the command of occurrence.
- 8:2.44 Report Dangling and Fallen Electrical Wires. He shall notify the desk licutenant at the command of occurrence when he observes fallen of dangling electric wires and shall guard such wires if there is any danger of any one conting in contact with them.
- 8:2.45 Check Doors of Business Places at Night. He shal, carefully examine all accessible doors of business places, office dwellings and public buildings to determine that they are secure
- 8:2.46 Check for Open Windows and Transoms. He shall carefully examine all accessible low windows, gates, the entrances of areaways, transoms and gratings of all buildings, for security purposes.
- 8:2.47 Report for Day School Duty. He shall cover school crossings during the day at least fifteen minutes before and after the commencement and dismissal of each session, when so assened
- 812.48 Report for Night School Duty. He shall cover school crossings when assigned to daty where evening school is in session by arriving fifteen minutes before the commencement, by remaining 11th classes are in session, and then by returning to the school crossing fifteen minutes before dismissal, unless otherwise ordered.
- 8:2.49 Use Direct Route in Response to Coll of Duty He shall when responding to a call of duty, go to and return from the place of such call by the shortest and most direct route.
- 812.50 Direct Safe Passage of Emergency Vehicles. He shall when assigned to patrol duty upon the sipproach of fire apparatus, ambulance or pouce whicle responding to an emergency call, go to the center of the nearest street intersection to insure the safe and speedy assigned of such vehicles.
- 8:251 Close Varanted Firehouse Doors. He shall when assigned to a post on which a fire house is located, close the doors of the fire house after the apparatus has left to respond to an alarm, if practicable.

- 8:2.52 Report Location of Drad Animals. He shall report the location of the carcass of any animal found in any lot, street or public place to the desk lieuten-
- 8 2.53 Follow Procedure for Insecure Building. He shall when anything unusual is found during a security check of a building
- (1) Investigate at once,
 - (2) Summon assistance.
- (3) Conduct a thorough search
- (4) Communicate with the command of occur-
 - (5) Notify the owner or occupant.
 - (6) Stand guard until relieved
- (71 Secure the premises with police lock, properly tagged, informing the owner where key is available when the owner cannot be located
- (8) Return key to command of occurrence together with a written report detailing the incident
- 83.54 Report Any Neglect of Duty Charge. He shall shem category by a superor officer with cerel-charge and the shall she can be a superor officer if the police officer or obtained as written report to be a translated superior officer. If the police officer is obtained as written report to a community of the com
- 82.2.5 Dispreve Alleged Negligence. He shall be required to prove to the ratisfaction of his commanding officer that he had been altert and had been attending to his duty when a crime was commuted on his post when there was cause to suspect that he has been negligent or otherwise violative of the Rules and Regulations.
- 8:2.56 Remain at Desk While Report Is Reviewed. He shall when submitting a report to the desk leutenant remain at the desk until such reports have been geviewed and accepted.

FIREARMS

9-1 POLICY PACARDING USE OF FIREARMS

Departmental regulations concerning the care and police officers and the lives and property of the use of firearms are designed to protect the lives of

9.7 DANISH INC. OF FIREARMS

Police officers shall exercise caution and the utmost care in handling firearms on and off duty-

9:3 OFFICIAL POLICE REVOLVER

For any and all purposes consistent with these Rules and Regulations, the "official police revolver" thall be the revolver usuad to each police officer by the Newark. New Jersey Police Department

- 9:3.1 On Duty. When on duty each police officer shall be armed with and shall carry his "official police revolver" fully leaded and in a serviceable and operating condition
- 9:3.2 Off Duty. The Chief of Police may authorize a police officer to carry un "off-duty revolver" other than the "official police revolver" providing that the police officer follows the steps prescribed herewith (1) He submits a written report through channels
- requesting permission to carry an off-duty revolver (2) He restricts his selection of an "off-duty revolver" to a 38 special caliber revolver manufactured by either the Smith and Wesson or the Colt Fire-

arms Companies.

(3) He submits the "off-duty revolver" that he intends to carry to the superior officer in charge of the Firearms Section of the Police Academy for inspec-

9:4 TAMPERING WITH POLICE REVOLVER

- 9: 4.1 Repoirs and Adjustments, All repairs and and adjustments to the official police revolver shall be made by the Superior Officer in charge of the Firegras Section of the Police Academy. Police off.cers shall not make any change in the trigger pull mechanism or effect any other unauthorized alteration or addition
- 9: 4.2 Revalver Handle Grips, Police Officers Shall not make use of moulded crips, pearl handled grips, nor special type grips, with the
 - 9:S CARE OF FIREARMS, OFF DUTY 9:5.1 Off Duty, Outside of Home Within the State of New Jersey. A police officer when "off daty" and

outside his home shall keep his Departmental issued service revolver holstered and on his person readily available for necessary use, unless he is on sick, injured or vacation leave. To avoid an accidental discharge, a police officer shall not carry his revolver in his waistband or in any one of his trouser nockets.

9:5.2 Off Duty, Outside the State of New Jersey. An off-duty police officer may not carry his revolver 37

tion to determine whether it picets the same standards set for safety and serviceability that apply to the "officia, police revolver"

- (4) He submits his authorized "off-duty revolver" for test fire and inspection upon his appearance for scheduled firearms perraining
- (5) He carries the authorized off-daty revolver only after he has secured the approval of the Chief of Police and only during the time this approval remains in effect
- (6) He submits a written report through channels, advising the superior officer in charge of the Firegres Section of the Police Academy of any change in the status of his designated off-duty revolves, i.e., if sold or a new acquisition
- [7] He observes and is bound by any part of, or any section of these Rules and Regulations which pertain to or which touch upon the "official police revolver", and he understands that these same Rules and Regulations also apply as well to the use of any "off-duty revolver" which may be authorized by the Chief of Police

exception of "Pachmayt Presentation Rubber

Grips." Police officers who choose to utilize "Pachmayr Presentation Rupber Grips" shall endure the expense of their ourchase, and have them installed by the Firearms Section. The issued wooden arios shall be retained by the Firegras Section upon the installation of the optional grips. Grip adapters may be used in special cases, but only after the police officer has first obtained the approval of the Superior Officer in charge of the Firegras Section.

on his person when traveling in any other state, in any territory or in any other country.

9:5.3 Off Duty, at Home,

9:5.3-1 Storing the Revolver, A police officer shall keep his revolver in a secure place readily available in case of emergency. The police officer should make use of a cabinet or a high drawer or a location which can be secured with a lock as a place to deposit his revolver

9:7.1

915.3-2 Removing Revolver from Belt. When removing a revolver from his person, a police officer shall keep the revolver hostered and jointly remove both the revolver hostered and jointly remove both the revolver and holster from his belt. A police officer shall not remove the revolver from its holster except when he intends to clean or fire it. However, when circumstances require, a police officer may unload his revolver before storing it in a secure place; providing he observes all the safe practices prescribed and taught by authorized Department firearms instructors for the unloading of the weapon.

9-6 DISCHARGE OF STREAM REPORT

Whenever a fiream is discharged by a police officer, on or off daty, other than at an authorized firearms range, the police officer shall.

- (1) Promptly notify the Desk Lieutenant on duty in the Command of Occurrence
- (2) Be garded by the instructions of the desc
- Execute an "Incident Report," form DP1 802 when the occurrence results in the issuence of a Central Complaint Number.
 Execute an "Administrative Submission."
- Form DP1: 1001 reporting the incident in detail to his Commanding Officer
- (5) Execute a "Firearms-Discharging," form DP1: 1757 which is self explanatory.
- 9:6.1 Observance of Firearm Discharge-Members who observe the discharge of a fire arm by any sworn member of the Newark Police Department and/or other Law Enforcement Agency and the other of the following reports to his Cormanading Officer:
- (1) "Continuation Report," form DP1: 795
 the occurrence results in the issuance of a
 Central Complete Number and the execution on an
 "Incident Report," by the police officer who dis—
 charged bis weapon
- (2) "Administrative Submission," form DP1-1001 in all other instances.

Either report will include: lucidant, time, lucidant, type of firearm's used, number of rounds fired, identity of officer, and any other information requested by a superior officer.

- 9:6.2 Unauthorized Discharge of Firearms. Examples of instances in which firearms shall not be discharged are cases involving
 - (1) The commission of a misdemeanor
 - (2) A violation of any City Ordinance
 - (3) A violation of the Disorderly Persons Act.
 - (4) A violation of the Motor Vehicle Act
 (5) A fleeing motor vehicle when the occupant is
- a minor offender and is not wanted by the authorities for a grave high mindemeanor.

- (6) A person called to halt on mere suspicion and who, without resisting, simply runs or drivers away to avoid arrest. Neither shall a police officer shoot at a person who is running or driving away to avoid arrest for a muor official.
- 9.6 3 Authorized Discharge of Firearms. A police officer may discharge his firearm in the performance of police duty under the following restrictive circumstances
- (!) In the actual defense of his own life, or the life of another when other reasonable means of defense have failed.
 - (2) When attacked with a deadly weapon,
 - (3) When effecting the affect of preventing the encaps of a person who, to the personal knowledge of the off-cer, has actually committed a crime of po leaser degree than as hearous common law felony such as arong berglary, robbery, tape, rarder sodemy or the atautoty or one of aidnapping and there is no other way of taking bits.
 - (4) When firing warning shots to prevent occape or to effect arrest for incidents described ntil(2 43 in mg accountable however for any negligenco resulting in injury to any person
 - (5) When there is need for ballistics testing.
- (6) When in attendance at an approved firing range.

 9:6 4 Exhaust All Reasonable Means before Using
 - Weapon. Even under extremely critical circumstances a police officer is not justified in discharging his firearm until all other reasonable methods of effecting the arrest have been exhausted
 - 9:6.5 Firing of the Weapon under Other Circumstances. A police officer may fire his revolver to dispose of an animal that is dangerous or that is seriously material when other means of disposition are unavailable.

9:7 CARRYING OF THE REVOLVER

9:7.1 Whea to Carry Regulations. Police officers, collectively and undvudually, shall carry their official police revolver or authorized off-duty revolver fully loaded and in a serviceable, operating condition at all times, so that they may be prepared when called upon to carry out a police duty, service, function, or responsibility. They shall also carry as rounds of extra aminantion. Police officers when may be sick, impreed,

- 9:7.3-4 Carrying Revolver While Participating in Demonstrations, etc., Promibited:
- Police Officers participating in any picketing, protests and/or demonstrations are forbidden to carry their service revolvers or authorized off-duty weapons.
- (2) Police Officers who intend to participate in any picketing, protests and/or demonstrations shall submit a report to their commanding officers. Said report shall contain officer's intention, date, time and location of the picketing, etc.
- (3) Submission of this report releases the police officer of the provisions of R & R 9:7.1 while travelling to, participating in, and returning from said picketing, etc.
- (4) Police Officers shall be guided by the provisions of R & R 9:5 Care of Firearms, Off Duty, with regard to the security of their firearms while participating in the picketing, protest, and/or demonstration.

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or on vacation have, or on any once authorized leave are not request to carry a troubler. Police officers who deed to carre their official service revolves or other author of off-day revolves while on sixt, inspired, or vacation or training leave on any other sunforced leave consistent with their Ruler and Regulations are required to keep such revolves fully leaded and on a serviceable operating condition. They thall also carry as rounds of exits ammunistica. Police of their policy of thei

9:7.2 Carrying Required Equipment While on Leave. Police officers who exect to carry their revolver when on vacation, or when on such or injured leaves shall also carry their badge, their identification card, and their bally.

9.7.2.1 Carrying Service Revolver While on Sick Leave.

(1) All personnel who are on such leave for 14 days, and remain on such leave, will assigned command. The command will arrange for receiving and storing the weapon until the officer returns to duty.

(2) All personnel who are expected to be on an extended suck leave (14 days or longer by the Department Surgeon's prognoss) will immediately submit their revolver to their permanently assigned command.

(3) All personnel on sick leave owing to head injures, or a neurous or psychosus condition, or alcohol problem, (again by the Department Sargeon's diagnosis) will submit their revolver to their permanentity assigned command.
(a) Commands will be advised by the Bepart—

ment Surgeon of the diagnosis and arrange for receiving and safely storing the revolver. Weapons will not be returned until so advised by the Department Surgeon.

9:7.3 Manner of Carrying Revolver

\$.73-1 Police Officers On Duty.

(1) Male police officers in uniform shall carry their revolvers in holsters attached to their garrison belt, or to a supplementary belt beneath the blouse or evercost when these garrients are worn.

(2) Detectives and other police officers not in uniform shall carry their revolves in shoulder housiers or in holsters attached to their trouser belt.

or in Assisters attached to their trouser bell.

(3) Policewomen in uniform shall carry the revolver in the regulation houster handbag. When in plain clothes they shall carry their revolvers securely but readyly accessible to use.

9:7.3.2 Police Officers Off Duty. Police officers off duty shall carry the revolver on their person readily accessible, but at the same time not exposed to public v.ew

2:7.3.3 Carrying Revolver and Other Required Equipment On and Off Duty Police officers when on or off did y shall carry on their perion there official police revolver, their bance, identification card, billy, both whistles, summons book and signal hox key Police officers when off dairy may varry their

"off duty revolver' instead of their official police revolver" when authorized to do so by the Chief of Police. This Rule does not apply to police officers who are on extended, or on sick or injured leaves or who have been suspended See Rule 9.72.

9.7.2-4 Carrying Revolver While Participating in

Demonstrations, etc., Prohibited.

1) Pouce Officers participating in any picketing, protests and/or demonstrations are forbiddon to carry their service revolvers or authorized off-div

weapons

(2) Police Officers who intend to participate in any proketing protests and or demonstrations shall salomit a report to their commanding officers. Said report shall contain officer's intention, date, time and location of the microtims, etc.

(3) Submission of this report releases the police officer of the provisions of R & R 9 71 while travelling to, participating in, and returning from said mickeling of

(4) Pol.ce Officers shall be guided by the provasions of R & R 9 5 Care of Pirearris, Off Duty, with regard to the security of their firearns while participating in the pirketing, protest, and/or dem

9:7.4 Non-regulation Revolver Prohibited Police officers who carry and employ revolvers other than those that have been inspected and approved by the Police Department shall be subject to disciplinary action.

9-7-5 Territorial Restriction.

(1) Police officers travelling outside the limits of the State of New Jersey shall carry their revolver only with the permission of the outside authority within whose boundaries they travel (2) Police officers travelling in fresh pursuit or in

other official capacity requiring them to carry their resolver shall notify and obtain the permission of the outside authority as soon as practicable either before or after they enter the outside territory

9:16 Storage of Revolver When on Extended Leave Police officers on extended leave may leave their revolvers at the Firearm Section of the Police Academy but only after they have obtained permisfers their renuments officers to do no

9-B POSSESSION OF THE REVOLVER

941 role or Other Dispositions of the Kerobert A public editors of the Document shall not ell, gave, public editors of the Document shall not ell, gave, decady seapon unless the person receiving the reorder or scapes has a person to personal control same as such transaction has been approved in serinal by the such transaction has been approved in serinal by the first of Police The Man deep on alphy to situaporary, such as provider or other weapon during an energizory to punkter piece officer or person are energizory to punkter piece officer or person areast or in preserving the peach at manager areast or in preserving the peach.

therized Location Police officers shall carry their service revolver on their person at all times. They shall not leave it in a motor vehicle or at any other pagesthorized location. For example, they shall not place their revolvers on the seat or in the glove comportment of an automobile or m a suit case, nor shall they inholster it m a rest room.

9:8.3 Loss of the Revolver. Loss of the official police revolver through core lessness or neglect shall be deemed a serious violation of Department regulations. Commanding officers shall profer charges under Rule and Repubricion 5:6 Neglect of duty as set forth in Chapter 6, "Rules of Disciolars".

9:9 Ammunition Issue. The Initial issue and the replacement of ammunition for Department at revolvers shall be made by the Department without expense to the police officer. The Department shall replace rounds of ammunition that have been come unserviceable and rounds that have been expended in the line of police duty.

9-10. Automatic Pistol

9:10.1 Authorization to Carry. Under certoin conditions, due to specializand ensignment, a Divisional Communior may outbocke a deportment negate to court the Department stands of the condition of the condition

9:10.2 Methods of carrying Automatic Pistol. 9:10.2-1 Empty Chamber-Hammer Down-

Safety On. This is the safest manner of corrying the automatic pistol. Authorized personnel while not in the field shall holster the automatic pistol with Empty Chausher-Hammer Down-Safety On, unless circumstances worront otherwise.

9:10.2-2 Round in Chamber-Hammer Down-Safety On. It shall be mandatory for officers working the field to holster their automatic pistol with Round in Chamber-Hammer Down-Safety On 9:10.3 Loading and Unloading-Provisions about he noted by the commonds using the Department of the production of the production of the production of the recent of the hooding and inholding of this weepon. Officers shall observe all the sofe practices preserved and tought by suthorized department instructors for the loading and unloading of this weepon.

9:10.4 Ammunition

9:10.4—1 Ammunition Issue. The initial and the replacement of ammunition for the department issued Automotic Pistol shall be made by the department without expense to the Police Officer.

9:10.4—2 Replacement of Ammunition. The department shall replace rounds of ammunition that have become unserviceable and rounds that have been expected in the line of pouce duty.

9:10.4—3 Extra Ammunition. Officers authorized to carry the department issued Automatic Pistol on duty shall also carry one loaded magazine or clip (8 rounds) of extra ammunition.

9:10.5 Storing of the Automatic Pistol. The Smith and Wesson, Model 39, Automatic Pistol shall be stored with the magazine removed and

the alide locked in the open position.

9:10.6 Training. No Department member shall be authorized to carry or use the Department issued Smith and Wesson, Model 19, Automatic pisted on duty without first being properly trained in its ase.

9:10.7 Off Daty Wesson. Department members

outhor.aed to corry the Department issued Automotic Platol on duty shall return it to their commond where they go off duty and retrieve their service revolver (38 Cal. Swith and Wessor) for off day use. In no way does the outhor.zation to carry the Department issued Automatic Platol while on daty allow members to purchase an outhornic platol for off duty use.

COURTESIES AND RECOGNITION

10:1 SALUTING AND MILITARY COURTESY

10:1.1 Observance of the Proprieties, Certain proprieties of military courtesy as enumerated in this chapter shall be strictly observed.

10:1.2 Addressing Superior Officers. Police officers and civilizan employees shall address or refuse to a superior officer on duty, by his appropriate tide of rank. When a police officer has occasion to speak of deputy chief, he shall address him as "chief." When a police officer has occasion to make a reference oncerning a deputy chief the title "chief" shall be considered proper.

10:1.3 Addressing Subordinate Officers. Superior officers shall use the title "patrolman," "officer" of "detective" when addressing or referring to a policeman or policewoman.

10.1,4 Addressing a Chaptein. Chaptains shall be

addressed as "Chaplain." A Catholic Chaplain may be addressed as "Father." A Jewish Chaplain may be addressed as "Rabbi" and a Protestant Chaplain as "Reverend",

10:1.5 Under Familiarity, Undue familiarity between superior officers and personnel of subordinate rank shall not be permitted.

10:2 SALUTING
10:2.1 Manner of Saluting, Salutes shall be exc-

10:2 SALUTING REGULATIONS

suited by police officers in uniform with the right hand or with the baton or nightsuck officers shall lender the baton salute following manner.

10:2.1-1 Hand Salute. The right hand shall be

raised smartly used the top of the forefinger touches the lower part of the headers or forefeath above and tightly toward the right eye, with the thumb and finger extended and joined. The pains shall be held to the left, upper arm horizontal forearm inclined at 45 degrees with shand and worst held irragily, it the 55 degrees with shand and worst held irragily, it the consulted. To complete the salute, the arm shall be dropped to its normal position at the safe in one mo-tion and as the same time the head and eyes shall be turned to the front.

10:2.1-2 Baton or Nightstick Salute. The handle of the about hall be grasped firmly in the right hand with the thumb extended. The baton shall be raised to that the hand will be at the height of the chin with the back of the hand held to the front. The baton shall be held at a 30 degree angle.

10:2.1-3 When Right Hand Is Engaged. When the right hand is engaged in the performance of police work, a police officer shall when practicable, transfer objects to his left hand preparatory to saluting. 10:2.1-4 When Both Hands Are Engaged, Salutes

shall not be rendered by police officers when carrying articles with both hands, or when they are otherwise to occupied as to make saluting imprainable

10:1.6 Reporting to a Superior Officer In His Office. When reporting to a superior officer in his office, and center what ferrow his headers, knock, and center when told to do to Upon entering, he had maced up to within two pace. See the superior was the substance of the superior of the superior was a superior within two paces. See the superior was a superior with a superior was a superio

10:1.7 RESPECT ACCORDED CERTAIN

POSTION AND DESIGNATION AND ADMINISTRATION OF THE POST OF THE POST

10.2.1-5 When the Baton or Nightstick Is Carried. When the baton or nightstick is carried police

- 10:2.1-6 Saluting When Covered.

 (1) In uniform without baton—Execute the right
- hand salute.
 (2) In uniform with baton—Execute the baton
- (3) In uniform at indoor ceremonies, the headdress shall be worn and the salute shall be rendered during the playing of the National Authem
- (4) In civilian clothes—police officers may remain covered and execute the hand salute when circumstances of weather or personal health require.

10:2.1-7 Saluting When Uncovered.

- (1) In uniform Stand at attention—Place the right hand diagonally across the heart pointing toward the left shoulder
 (2) In civilian clothes - Stand at attention —
- Place the right hand over the heart pointing toward the left shoulder 10:2.1-8 Saluting the Colors and the National An-

(1) When Not Standing in Formation and in Uniform.

- (a) To the Colors-police officers shall face the flag standing at attention and tender the regulation salute when the colors arrive within six paces and hold the salute until the colors have passed by six paces.
- (b) To the National Anthem-police officers shall face the flag and render the prescribed salute. If no flag is present they shall face the source of the music. Salutes shall commence at the first note of the anthem and shall be held until the final note has been sounded
- (2) When Not Standing in Formation and in Civilian Clothes To the Colors and the National Anthem-police officers shall remove any headdress with the right hand and ben hold headdress over the beart during the playing of the National Anthem.
- 16:2.1-9 When National Colors Pass to the Rear, At the approach of the National Colors to the rear or to a position parallel to the rear of an assembled formation of Department police officers, these police officers shall be called to "Attention" by the no ice officer in charge. No salute shall be tendered by the police officers in formation. The police officer in charge, however, shall render the regulation salute.
- 10:2.1-10 When Foreign National Authems Are Played. The same marks of respect shall be shown to the National Anthem of any other friendly country when it is played upon official occasions. 10:2.2 Distance Tendered, Except at ceremones
- police officers shall not tender salutes at distances greater than thirty paces. The correct saluting distance shall be at six paces and shall be observed when practicable.

10:2.3 Saluting Precision, Salutes between police officers shall be tendered and returned with smartness and precision. Salutes shall never be returned in

a casual or perfunctory manner. 10:2.4 Saluting Positions,

- 10:2.4-1 Tendered from Walking or Standing Position. The regulation salute shall be tendered and returned from either the walking or standing position
- with exceptions to be observed as follows 10.2.4-2 Tende by Superior Officer When Seated. A super.o cer when seated may return
- the salute of a subare without rising to his feet, 10:2.4-3 Tendered by Subordinate Officer When Seated Indoors. A subordinate who is seated while performing a necessary task need not rise to salute a superior officer or otherwise recognize his presence if
- this superior officer is merely passing. Indoor sa utes shall not be exchanged except when a subcrumate officer is reporting to a superior officer 10:2.5 Holding the Salute. Salutes tendered shall be
- held until the person saluted either returns or acknowledges the salute
- 10:2.6 Smoking While Saluting Prohibited, Before tendering a required saute, a police officer shall discard any cigar, c.garette or pipe held in his hand or
- 10:2.7 Mounted Police Officers and Saluting, A. police officer is considered mounted when he is riding a horse, when he is seated on a motorcycle or when he is scated within a vehicle. He need not stand or dismount to give the regulation salute. A police officer while mounted shall initiate either the regulation hand or the baton salute when coming into the presence of a superior officer. A police officer on foot shall initiate either the regulation hand or baton salute before addressing or before being addressed by a superior officer who is mounted.

10:3 WHEN THE SALUTE IS REQUIRED

- 10:3.1 In Uniform. The regulation hand or baton salute shall be tendered and returned by a police officer when in uniform whether covered or uncovered Police officers wearing office coats with badge and insignia attached shall be considered in uniform Police officers in uniform shall tender the prescribed salute when meeting and passing a superior officer, or a visiting superior officer from another department. Police officers shall render the salute but once, providing the superior officer continues to remain in the immediate vicinity, and providing that conversation between them does not take place.
- 10:3.2 At Public Ceremonies. The regulation hand or baton salute shall be tendered;
- (1) Immediately before addressing a person or group entitled to a salute (2) During the playing of the National Anthem.
- (3) When facing the approach and the passing of the National Colors.

- (4) At the passing of the remains of a Dignitary of Church or State, a Chaplam, or a police officer of the Department regardless of rank,
 - (5) To the flag-draped casket of any person and, (6) At the command of the superior officer or
- police officer in charge, 10:3.3 Salute by Police Officers to Superior Offi-CETS.
- 10:3.3-1 Salute by Group Not in Formation, When a group of police officers not in formation are approached by a superior officer, the first police officer poting the superior officer shall call "attention", after which every police officer of the group shall execute
- 10:3,3-2 Salute by Lender of Formation, When in formation, the police officer in charge shall bring his group to attention before he himself salutes. All pohee officers in formation shall remain at attention;

only the police officer in charge shall execute a

10.3.4

for Officers.

recognition

saute. 10:3.4 Salutes Tendered to Dignitaries and Super-

(1) Police officers of the Department shall tender regulation salutes to the following persons promptly

- upon recogn t on a) The President and Vice-President of the
- United States,
- (b) Members of the President's Cabinet.
- (c) Members of the Congress of the United States.
- (d) The presiding ruler of any foreign state or country,
- (c) The Governor of the State of New Jersey,
- (f) The Governor of any state in the Union while on an official visit.
 - (g) Ranking dignitaries of Church.
 - (a) The Mayor of the City of Newark,
- (i) Members of the Newark City Council (2) Police Officers of the Department of lesser rank shall tender regulation salutes to the following members of the Police Department promptly upon
 - 10:4 DEPARTMENT COLOR GUARD REGULATIONS
- 10:4.1 Maintaining the Colors in Carry Position. The police officer of a Department Color Guard carrying the National Colors sha I maintain the colors in the "carry" position at all times. 10:4.2 Passing a Reviewing Officer or Body, When passing a reviewing officer or body, the Department Colors shal, be dipped, on command, six pages before reaching the officer or group. When the colors
- have passed six paces beyond, they shall be returned to the carry position 10:4.3 Saluting Department Colors, Whenever a
- salute is tendered by the uniformed ranks while Na-

- (a) The Director of Police.
- (b) Department Chaplains,
- (c) The Chief,
- (d) Deputy Chiefs,
- (e) Inspectors,
- (f) Captains,
- (g) Ligutenants. (h) Sergeants
- 10:3.5 Salutes Not to Be Tendered.

- (1) While running-Come to a halt or walk before saluting. (2) While in ranks and not at attention-Come to attention when about to be addressed by a supe-
- rior officer. In this case, a salute is not executed. (3) While driving a vehicle that is in motion.
- (4) While actively engaged at work
- (5) While crossing a thoroughfare when traffic re-
- quires undivided attention. (6) While in church, in a theater, in places of
- public assemblage, or in a public conveyance

tional and Department Colors are present, the De-

- partment Color Bearer shall tender a salute by lowering the staff forward to arms length (staff about 45 degrees) without removing it from the carrier. 10:4.4 Returning Colors to Carry Position, At the
- commands "cover", "carry batons" and "front" and when the hand of the commander has been lowered from salute position, the Department Colors shall be raised to the position of "carry."
- 10:4.5 National Flag Not to Be Dipped. The National Flag shall not be dipped by way of salute

10:5 DISPLAY OF THE NATIONAL COLORS

at the end of the day.

- 10:5.1 Display of the Flug. The Flug of the United States of America shall be displayed at Police Headquarters, at the Emergency Bureau, at the precinct stations and at the Police Academy from sunrise to sunset everyday throughout the year, weather permitting
- 10:5.2 Deerman's Responsibility. Doormen asa gned to all Department buildings shall be charged with carrying out the procedure for display of the flag. When a doorman is not assigned, the desk officer shall delegate this responsibility to another nolice-
 - 10:5.3 Display of Flag on Memorial Day, On Mc-

- morial Day (May 30) the National Flag shall be displayed at half-staff from reveille until noon. Immediately before noon the flag shall be hoisted to the top of the staff and shall remain there until lowered
- 10:5.4 Raising and Lowering of the Flag. The flag shall be hoisted briskly to the raised position but shall be lowered slowly when being taken down for the day
- 16 5.4-1 Position of the Union. The union of the flag shall be placed at the peak of the staff when the flag is displayed from horizontal or vertical staff or at an angle when displayed from a building.

10:5.4-2 Half-staff Display. The flag shall be bossted to the peak for an instant before lowering to half-staff. The flag shall be lowered for the day by first raising it to the peak.

16:5.4-3 Half-staff Position. The position of the flag when lowered to one-half the distance between the top and the bottom of the staff shall be at half-

10:5.4-4 Display Other than from Staff, When the flag is displayed other than from a staff, whether in or out of coors I sha bo displayed flat. When a splayed against a wall either vertically or horizontally, the Union shall be placed uppermost to the observer's

10:5.5 Flag Draped Casket, When used to drape a casket, the flag shall be placed so that the Union appears at the head and over the left shoulder of the deceased.

10:5.5-1 Lowering of Casket. The flag shall not be permitted to touch the ground while the casket is being lowered into a grave. 10:5.5-2 Carrying Casket. The flag draped casket shall always be carried foot first.

10:5.6 Death of Police Officer. Immediately upon receiving the report of the death of a Department police officer, the flag on the building to which the deceased was assigned shall be lowered to half-staff. The flag shad be so flown, daily until sunset, on the day of the funeral.

10:5.7 Death of Chief, Deputy Chief or Inspector, Upon the death of the Chief, a deputy chief or an inspector, flags in all Department buildings shall be lowered for the time specified as set forth in Rule 10.5.6.

10:5.8 Police Officer Killed on Duty Upon the death of a police officer, killed in the discharge of his duty, the flag shall be flown at hall staff on the station of his assignment for a period of ten days. On the day of the funeral, the flag shall be flown at half-staff on all Department buildings from surrise to

10:6 CARE OF THE NATIONAL COLORS

10:6.1 Respect of the Flag. Precaution shall be taken in handling to prevent the flag from becoming soiled. Care shall be exercised so that the flag shall not touch the ground or be allowed to brush against any object.

10:6.2 Solled Flags. Soiled flags may be laundered

or dry cleaned but proper respect shall be exercised when they are spread out for drying.

10:6.3 Wern-out Flags. Worn-out flags shall be forwarded to the Pouce Academy where they shall be burned without ceremony.

BAIL

11-1 OFFENSES BAILABLE BY MAGISTRATE

with any criminal offense except treason, murder, ber 13, 1965. kidnapping, manslaughter, sodomy, rape or armed

A magistrate may admit to bail any person charged robbery. See Court Rule S 9-1 (a) effective Septem-

11-2 DENIAL OF RAIL BY MAGISTRATE

When a person charged with a criminal offense is or county court may thereafter admit such person to commuted to jul, after a hearing, because bail has bail Court Rule 8 9-1(b) been denied him, only a judge of the superior court

11/3 INDICTABLE OFFENSES RESERVED TO COURT

Only a magistrate shall have the power to admit dictable offense, however, he cannot bail in all cases, to bail any person arrested and charged with an in- see sections 1 and 2 above. Court Rule 8 9-2(a)

11:4 ABSENCE OF THE MAGISTRATE

In the absence of the mag.strate, a person arrested mag.strate, may be admitted to bail by the clerk of and charged with a criminal offense which is not an the court, see section 5 following. Court Rule 8 9-Indictable offense and which may be tried by the 2 (a)

11-5 ABSENCE OF BOTH MAGISTRATE AND CLERK

In the absence of the magistrate and the clerk, a person arrested and charged with a criminal offense which is not an indictable offense and which may be tried by the magistrate, may be admitted to bail by the Chief of Police, or the officer acting in that capacity, or the police officer in responsible charge of the police building or detective division desk. Court Rule 8.9-2 (a); New Jersey Statutes 2A,8-21. See sections 7, 8, 9, 10, 16, 17, 18, 19, 20, and 22,

11:5.1 Absence of Magistrate Explained, The magistrate shall be considered absent when his court is closed or when he has left his court for the day.

11:5.2 Absence of Clerk Explained, The clerk of the court shall be considered absent when the court is closed, (Saturdays, Sundays and Holidays), or has closed for the day, or after 4 00 P.M. on any regular business day,

11:6 BUSINESS HOURS OF THE COURT

The regular business hours of the court shall be Friday. from 9.00 A.M. to 4:00 P.M., Monday through

11:7 POLICE SHALL NOT BAIL DURING BUSINESS HOURS

Police officers shall not adout to bail during the hours except with the consent of the court (magisregular business hours of the court, unless the court trate or clerk). is closed and bail shall not be taken during these

11:8 POLICE SHALL NOT BAIL FOR BOOKMAKING OR LOTTERY OFFENSES

A notice officer shall not admit to bail any person offenses. arrested and charged with bookmaking or lottery

11:9 ARRESTING OFFICER SHALL NOT BAIL

The arresting officer shall not fix bail, nor shall be take bail. Court Rule 8 9-2.

11-10 POLICE SHALL NOT BAIL IN CERTAIN ASSAULT AND BATTERY CASES

A notice officer shall not admit to but persons detective's investigation, that the inverse is not senous charged with assault and battery upless it is known and the offense would propably be non-indictable. through observation, a medical report, or assigned

11:11 ACCEPTING BAIL IN INDICTABLE OFFENSES

After the magnitude has set the bail for a person officer acting in that capacity, or to the police officer who has been arrested and charged with an indictable in responsible charge of the Detective Divinon derk offense, which is badable, (see preceding section to accept bail in the amount set by the magistrate. 11 1) authority is granted to the Chief of Police, or Court Rule 8 9-2 (h)

11-12 PROCEDURE FOR ACCEPTANCE OF BAIL.

When bail is taken the officer accepting the bail the police station or detective division desk and comzhall.

(1) Fill in the "arrest and custody" section of

"Arrest Report" form DP1 800.

r etc the Bail Bond receipt. (3) List the necessary information on Bail Bond.

Envelope form SP-247 endorse the recognizance and forward to the court having jurisdiction over the (2) Make proper entry in the Rod Rook at offense charged

11:13 BAIL FOR WITNESS

Every magistrate shall, when the ends of just ce so offense punishable by death or imprisonment in State require, bind with sufficient suresy all persons who. Prison, whether the offender be arrested imprisoned. can give testimony against one accused of a criminal basled, or not Court Rule 8 9 3

11:14 THE PAYMENT OF BAIL

Only cash bail shall be accepted by any police officer who is authorized to admit to and accept bail

THIS DEFEASE IN OWN DECOGNIZANCE

When directed by any magistrate no cash need be the magistrate, if he should inquire, by advising him required and the person arrested may be released on of the defendant's reputation and standing in the torney. Court Rule 8 9-4. Police officers shall assist

his own recognizance or in the custody of his at-

11:16 AMOUNT OF BAIL FOR TRAFFIC OFFENSES

Police officers admitting to bail persons arrested equal to the maximum fine charged upon convictions and charged with non-indictable traffic and motor for the specific violation plus costs, unless otherwise vehicle violations shall accept cash ball in amounts ordered by the court.

11:17 AMOUNT OF BAIL FOR OTHER NON-INDICTABLE OFFENSES

and shall consider. The police officer admitting to bail persons arrested and charged with other non indictable offenses. (1) The gravity of the offense charged

shall accept eash bast in conformance with applicable (2) The standing of the prisoner in the commun-Departmental Orders, unless otherwise ordered by the court. In unusual circumstances the police officer may assist the magistrate in arriving at a proper bail (3) The cooperativeness of the prisoner

11-18 UNDER INFLUENCE OF NARCOTICS OR INTOXICANTS

Police officers shall not admit to bail persons who untoxicants unless they can be released to the care of are apparently under the influence of narcotics or a responsible person

11:19 PRECINCTS NOT TO ACCEPT BAIL FOR INDICTABLE OFFENSES

Precinct desk officers shall not admit to nor accept an indictable offense, who are to be bailed, shall be bail for any person arrested and charged with an in-transported to the Detective Division Headquarters where they shall be turned over to the officer in

charge at the main desk, who shall accept bail in investigation has been made, accordance with the directions of the manutrate after

11:20 POLICE SHALL NOT BAIL ON WARRANTS THAT ISSUE OUT OF COUNTY COLUTS

When arrests are made on warrants on a complaint by a county judge, that arremated in the county courts, bail must be set

11-21 PRISONERS RETURNED FROM HEADOLARTERS TO PRECINCTS FOR

NON-INDICTABLE OFFENSES

Whenever a person arrested and charged with a presented does officer shall not accept but for such non-indictable offense has been sent to the Detective pronour unless the prisoner is feat returned to the Drussion, or to the cell block for processing, the present state of the p

11:22 JUVENILES SHALL NOT BE BAILED

Police officers shall not admit to bail any juvenile follow Court Rule 6 8-3.

offender who may be taken into custody. They shall

11:23 BAIL FORWARDED TO COURT

The desk heuterent shall forward the Ball Bond Freedope containing, the cash, the Staton Ba. Book and the Ball Recept Book to the court having jurisdiction over the offense.

officion over the officions.

1123.1 Ball Book Returned to Precinct Station.

1123.1 Ball Book Returned to Precinct Station.

The recepted Ball Book Statu be retained to the precinct station or Detective Division Jets.

11:24 RECOMMENDATIONS OR SOLICITATIONS ON BEHALF OF BONDSMEN OR ATTORNEYS PROHIBITED

Police officers shall not solited, suggest or recomment, to any Magnitrate, Judge, Court Clerk, or any other person, that any prisoner be bailed or paroled unless under extreme energency circumstances. Nor shall any police officer, at any rine, solited, suggest, or recommend to any prisoner, Magnitrate, Judge, Court Clerk or any other person the name of any person,

attorney, counsel, or bondsman, with a view to the prisoner's defense. Police officers shall not become surery for any person arrested for any offerse, writhout the permission of the Police Director or Chief of Police, nor shall, they release a prisoner from custody, except as provided by law

COURTS AND COURT PROCEDURES

12:1 LOCATIONS OF COURTS

Police officers shall be familiar with the location other court in which they may have to appear. of the Municipal Courts, the County Court, and any

12-2 KNOWLEDGE OF THE LAW

Police officers shall be familiar with the Disorderly City of Newark and the New Jersey Court Rules, so Persons Act, the Criminal and Traffic laws of the that they may intelligently and effectively discharge State of New Jersey, the pertinent Ordinances of the their duties. Police officers who make an arrest shall appear in

12/3 COMPLAINT BY APPESTING MEMBER

sufficient time, before court copyenes to sign the complaint. When the arrest is for an indictable offense they shall, if possible, confer with the Prosecutor's representative assigned to the case. In arrests Police officers shall not sure complaints (except

involving multiple offenses, it may be necessary for no ice officers to make arrangements with the court clerks so that the complaints may be prepared the day before the arraignment.

12:4 SIGNING OF COMPLAINT

for traffic offenses) unless an arrest was made by them or, in case of indictable offenses, they have sufficient and adequate information and belief to make such a comp aint

12:4.1 Reporting to Court Security Superior, Police officers of the Department required to appear in Municipal Court shall report upon their arrival and before they leave to the superior officer in charge of court security

12:4.2 Inability of Police Officer to Attend Court. When a police officer cannot be present in court at the time specified, he shall nobity the desk lieutenant. at assigned to a precinct or his immediate superior officer, if otherwise assigned, giving reason for his absence and stating when he can be present. The desk lightenant or the apprediate superior officer shall re-

lay this information to the court. It shall be the duty of the police officer unable to be present to submit a written report as soon as possible thereafter to his commanding officer covering ail the facts in the case.

12:4.3 Complainant Unavailable or Evidence Lacking. When there is a defendant in custody and the complanant is unable to appear thecause of physical in any or disability or for any other reason). or when the evidence is incomplete, police afficers baying the defendant in custody shall notify the magretrate to that effect

12:4.4 Securing Attendance of Complainant, When an arrest is made and the complainant is reluctant to prosecute, the arresting officer shall obtain a subpoens from the magistrate having satisfaction, to secure the attendance of the complainant, so that the ends of justice may be served.

12:5 COURT APPEARANCE

12:5.1 Arresting Officer. Police officers shall appear in court to test fy against any person whom they may arrest, except in those arrests in which a police officer other than the arresting officer has been mithorized, by the hearing judge or mag strate, to arraign a defendant or represent an arresting officer. In the event that a prisoner is to be arraigned by an officer other than the arresting officer, it shall be the duty of the arraigning officer to notify the arresting officer of the date and time of the arraignment. In any case, the arraigning officer shall have a copy of

the prisoner's prior record, if any, and all the evidence in the case.

12:5.2 Armiening Officer Other than Arresting Officer. It shall be the duty of the pouce officer having the responsibility of making the final investigation to see that the complainant and witnesses, if any, are in court on the first court appearance date. The police officer shall provide the court with their names and addresses, so that the court may make notification in case of postponement.

12:6 CARRYING OF MEMORANDUM BOOKS

Police officers shall make accurate observations of cared upon to give test mony. Memorandum books all matters relating to duty. Notes shall be made at shall be carried and preserved for future reference. the time, of the particulars of a case, so that po ier. Porce officers shall produce them as may be reofficers can refresh their memories, if necessary, when quired by orders or as evidence.

12:7 COMMUNICATING KNOWLEDGE OF EVIDENCE TO OTHER POLICE OFFICERS

an arrest or in an investigation, each discovery of Each police officer shall also execute the "Continuaevidence by any one ponce officer shall be communition Report" DP1:795. cated to the other police officers concerned so that

When more than one police officer takes part in all may be able to testify relative to such evidence.

12:8 APPEARANCE IN DRUNKEN DRIVER CASES

Pouce officers of the Department appearing in ficer in charge of such cases and remain in court and drunken driver cases shall report to the superior of- excused by such superior officer

12-9 ANSWERING SUBPORNA IN COURT

12:10 LISTING OF EVIDENCE AND PROPERTY Police officers shall be responsible for executing a receptacle where it shall remain until collected and

Police officers under suppoena or direction to at- their case is terminated or until they are advised by tend court or other judicia, body shall report at the the court or the person who subpoensed them that time and date specified and remain available until their presence is no longer necessary

"Property and Evidence Receipt," form DP1 152 for all evidence or property coming into their possession except that personal property shall be isted on the "Arrest Report," form DPI 800 Ad such property to be used as evidence shall be placed in the ovidence

transported to the Property Room by a property clerk. If perishable, fragile or too bulky, the evidence shall be given over to the desk lieutenant for safeguarding.

12:11 PRODUCING EVIDENCE AND RECORDS IN COURT

Police officers shall be responsible for producing or having produced all evidence in the case when their prisoners are arraigned in Mon-cipal Court. Such evidence shall be picked-up at the Property Room. Evidence and property to be produced in a

County Court will be brought to the particular County Court, under subpoena, by the property custod an. Police officers shall have the prisoner's record available, if any, should the court request same.

12:12 ASSIGNMENT OF COURT SECURITY OFFICERS

The Police Director will assign police officers of the Municipal Courts. They shall promptly and efthe Department to serve as court security officers in ficiently perform the duties required of them.

12:13 COURT SECURITY OFFICER SUPERVISION

Court security officers shall be under the airection of the magistrate of the court to which they are assigned while the court is in sess on and have such hours of duty as may be prescribed by the Commandmg Officer of the Administrative Division. They shall be directly supervised by a superior officer of the Bureau of Special Assignments assigned to court

12:13.1 Dutles of Court Security Officers. Court security officers shall maintain strict order in court, shad carry out the directions of the magistrate, shall

carefully guard the prisoners turned over or entrusted to them, and shall when ordered execute warrants, serve summonses and subpoents usued from the court, cooperate with counsel representing the City of Newark and/or police officers, and shall attend to all other matters required of them.

12:13.2 Custody of Defendant. When a defendant appears before a court in a summons case in which the appearance of an officer is not required and the defendant is committed, the court security officer shall be responsible for the custody of the defendant.

12-14 DECLIFETS FOR LEGAL ASSISTANCE

In the event that a police officer feels that the services of the corporation counsel are needed in court for police cases or cases involving police persongel, he may through his commanding officer make written request for legal assistance, without delay The commanding officer shall forward such

cuted on an 'Adm nistrative Submission' shall follow. 12:15 CIVIL ACTION AGAINST MEMBERS

When served with papers in a legal procedure to recover damages for an act or action taxen in the discharge of police duty, a police officer shall forward the original papers together with a statement of the facts from which the cause of act on arose, through his commanding officer, to the Chief of Police for investigation. The Chief of Pouce after re-

viewing the case shall report to the Police Director as to whether or not the police officer was engaged in the proper discharge of police duty, with a request that the corporation counsel, be assigned to defend the action if. in fact, the police officer was engaged in the proper discharge of his duty

request to the Chief of Police who shall, at his discre-

tion, communicate the request to the corporation

counsel. When there is a time limitation commanding

telephone or in person. The usual written request, exe-

officers shall advise the Chief of Police by way of

A basic part of processing a criminal case by a olice officer is his appearance in court as a witness. The successful prosecution of a defendant often depends on his appearance and his ability to testify properly when he takes the witness stand. He comcreate the proper impression by his manner or approach to the situation.

12:16.1 Dress in Court of Uniformed Police Officers. Uniformed police officers of the Department in attendance at court or before the Grand Jury shall appear in the presented uniform or, if off duty in civilian clothes according to the General Order poverning the "Wearing of Civiban Clothes," which requirer, the wearing of a business suit, or sport coat and slacks with the dress type shirt and tie. All givilian wearing apparel shall be of a conservative nature and shall be nest in total appearance

12:16.2 Dress in Court for Detectives and Plausclothesmen. Detectives and plane, othermen in attendance at court or before the Grand Jury shall appear in civilian clothes according to the General

A police officer's demeanor in court prior to testifying shall be above reproach and he shall conduct himself in a way that will reflect favorably upon the Department

12:17.1 Socializing in Court, Pouce officers shall not socialize, or visit with fellow officers and acquaintances, or voice loudly any opinions in the courtroom and court hallways.

12:17.2 Taking the Oath, When the court clerk administers the oath, police officers shall stand erect and follow the instructions as they are given to them.

12:17.3 Position and Attitude in Witness Chair Police officers shall seat themselves in the witness chair so that they have a full view of the jury, attorneys, court stenographer and defendant. They shall use proper English in making their replies and shall avoid slang or pargon, unless they are quoting words uttered by another person as part of their testimony

12:16 PERSONAL APPEARANCE IN COURT

Order governing the "Westing of Civilian Clothes." set forth in the preceding Rule and Regulation. 12 16 1

12:16.3 Identification in court. Any police officer or cavalian employee appearing in Municipal Court on police cases shall wear his badge conspicuously on the left breast of his outermost aurment. Police officers in uniform shall also wear the name tag and holder.

12 16.4 Personal Greening. The uniform or civilian clothes worn in court by police officers or civilian emp ovces shall be clean and neatly pressed. Members must present a well groomed appearance. No aspect of cleanliness and neatness shall be overlooked -hair combed, face shaved, shoes shined, tie worn straight and finetrnads clean.

12:16.5 Revolver in Court. A police officer shall wear his revolver in an inconspicuous manner while attending court. He shall not fondle his revolver, keys or buttons

12 17 DEMEANOR IN COURT

12:17.4 Response to Ouestions. Police officers or cavilian employees shall not respond to questions too quickly nor volunteer information. They shall make sure that they understand the question before they attempt an answer Whenever possible, police officers shall answer questions, "Yes" or "No." If this cannot be done they shall make the r answers as specific and brief as the situation warrants. If they are confused by the question they shall ask the Judge for assistance.

12:17.5 Telling the Truth. At all times when making any official statement, or deposition or when remfying, police officers and civilian employees shall TELL THE TRUTH, even if their answer is favorable to the defendant

12:17.6 Avoiding Display of Personal Feeling, Po-Lee officers shall avoid all appearance of personal feeling when testifying

12:17.7 Courtesy. Police officers shall be courteous

regardless of the tactics used by the defense attorney. They shall be attentive and respectful to the court,

12:17.8 Impartiality and Sincerity. The pouce officer shall be frank, impartial and sincere in his testimony.

12:17.9 Preparation for Testifying. The police of tiper shad make adequate pretrial preparation to insure that his testimony will be correct prior to his appearance as a witness. He shall consult his memorandum

Testifying in court becomes a major part of the pouce officers to continue.

police officer's job for two basic reasons. They are: (1) The presentation of evidence in a court of law marks the final step taken by the police in a given

(2) The quality and the quantity of evidence as well as the effectiveness of its presentation serve as a major test of the completeness of the investigative efforts of the police.

12:18.1 Courtroom Procedure and Rules of Evidence. When an objection is made, the police officers or civilian employees shall stop their testimony until the court has ruled on the objections or instructs the

book and read his reports very thoroughly to review all the facts he can offer in testimony. If necessary and with court's permission he shall refer to his memorandum book so that testimony will be proper and clear

12:17.10 Arranging the Facts, Police officers shall not try to memorize their testimony, but they should arrange all of the facts mentally in such a manner that they can relate to them in the chronological order of occurrence

12:18 IMPORTANCE OF OFFICER'S TESTIMONY

12:18.2 Volunteering Information. The police offloor or civilian employee shall not volunteer information. The Prosecutor must be relied upon to ask the questions he wants answered and at the time that be wants them answered.

12:18.3 Cross-examination. When a police officer or a cavitan employee is cross-examined, he shall answer with the same readiness and civility, as when testifying in support of the charge. The ends of justice w.ll best be served by showing a desire to tell the whole truth, whether it be in favor, or against the defen.ant.

LEGAL PROCESS

13-1 SURPOENAS

13 1.1 Subpoemus Defined, A subpoema is a writ or order directed to a person and requiring his attendance at a particular time and place to testify as a witness. Source Black's Law Dictionary.

13:1.2 Subpoena Duces Tecum Defined. A subpoena commanding a person to attend court and produce some book, paper, document or other object designated therein is defined as a Subpoena Duces Tecum Soutre. Black's Low Detrogray.

13:1.3 Form of Subposena. A subposen shall be issued by the Magaziration or Clerk or Deputy Clerk under the seal of the Court. It shall state the name of the Court and the tute, if any, of the proceeding and if the winness is to testify on behalf of the State at shall so note, and shall command each person to whom it is directled to attrivial and give rectinous at the Court of the State at the State at the State of th

13:1.4 Issuance of Subpoena. The clerk shall issue as subpoena, a gired and sealed, but otherwise in blank, to a party requesting it, who shall fit in the blanks before it is served. If the writness is to testify on behalf of the State, the subpoena shall contain an order to appear without the prepayment of any writness see. Societo. New Jersey Court Rule 8:4-9 (a).

13:1.5 Subpoenss in Traffic Cases. In cases involving traffic offenses, law enforcement officers may issue and serve subpoenss to testify which shall be in

13:2 COMPLAINTS AND ARREST WARRANTS

135.2.1 Complaint Defined. The means of movings the pursuations of the court as the filing of a complant. The templant is a worther statement of the templant in a worther statement of the may be made upon information and belief in all cases, except itraffic cases, the complaint shall be made upon only thefore any insuprers or other premade upon only thefore any insuprers or other prepage upon the other any insuprers or other prepage of the complaint is a present to the prepage of the complaint in Early to Milkerst when it a legs that a party,
properly identified, has valued so more of name or
statute, describing the ordinance or statute and the
3.1th Interactive Court Rule Party Court Rule
3.1th Interactive Court Rule 13.1th Interactive Court Rule
3.1th Interactive Court Rule
3.1t

13:2.2 Warrant Follows Complaint. The next step after the filing of the complaint with the court is the issuance of process, whereby the accused is subjected to the jurisdiction of the court. The process is ordinarily in the form of a warrant or a summons—

the form set out in local criminal court, form 13. The submoons shall consist of three parts.

- (1) The witness' copy.
- (2) The court copy, and
- (3) The officer's copy

Courts havag juriedcition over traffic offeness, the Davison of State Police and the Drivs on of Motor Vehicles may supply subpoena forms to law enforcement officers. After servee of a subpoena to deshall attach the court copy of the subpoena to the appropriate traffic complaint and promptly file them with the court. Source. New Jersey Court Rule 8 10- A.

133.16 Service of Sulspeena Regulations, A subposen may be served by any person who is not a
party and who is not less than i. 8 years of age. Servsec of a subspone on a wirenss for the defendant raw
be made by delivering a copy thereof to the person
named and by tendering him a wirens fee anyovided by law, except that if the person is a wirens
for the State or the wirens of an indigent defendant
be shall receive his fee from the clerk before loaving
the company of the company of the company of the company
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13:1.7 Place of Service. A subpoens requiring the attendance of a witness at a hearing or trial may be served at any place within this State. Source. New Jersey Court Rule 8:4-9 (e)

Court Rule 8/3/2 governs the assuance of process. Where a high in sdeameanor is charged in the compaint, the provisions of Court Rule 3/2 2 reading to the assuance, form, execution of service and return of a warrant shall govern. Source. New Jersey Court Rule 8/3/2.

13:2.3 Arrest Warrant Delined. A warrant is a writ or order issued by a magnitude, pisties, or other competent authority, sudfressed to a therift, constable, or other officer, requiring laint to arrest, the body of a result of the constable, or other officer, the constable of t

13.2.4 Issuance of Arrest Warrant. When the complaint indicates that there is probable cause to believe that an offense has been committed and that the defendant has committed it, a warrant for the errest of the detendant shall usua to any officer authorized by law to execute it. Source. New Jersey Court Rule 8 3-2 (a) (2).

13-2.5 Multiple Warrants on Same Complaint. More than one warrant may issue on the same complaint.

13:2.6 Form of Arrest Warrant. The warrant shall he signed by the committing magistrate or tested in his name and signed by the person empowered by law to take complaints and shall contain the name of the defendant or, if his name is unknown, any name or description by which he can be identified with reasonable certainty, and skall describe the offense charged in the complaint. The warrant shail be directed to any peace officer or other person authorized by law to execute the same and shall command that the defendant be arrested and brought before the court issuing the warrant.

13r2.7 Execution of Arrest Warrant, The acrest warrant shall be executed by any peace officer or other person authorized by law Source New Jersey Court Rule 8 3-2 (c) (1)

13:2.8 Territorial Limits. The arrest warrent may he executed at any place within the jurisdiction of the State of New Jersey Source: New Jersey Court Rule 8.3-2 (c) (2),

13:2.9 Manuer of Execution. The warrant shall be executed, by the arrest of the person named therein The officer need not have the warrant in his possession at the time of the arrest, but upon request he that, show the warrant to the detendant as soon as possible. If the officer does not have the warrant in his possession at the time of the arrest, he shall then inform the defendant of the offense charged and of the fact that a warrant has been issued. Source New Jersey Court Rule 8 3-2 (c) (3)

13:2.10 Warrant Basis for Arrest, When the law permuts arrest without warrant, none is needed, but when a warrant has in fact been issued, the arrest shall be made under the warrant which will afford absolute sustification to the officer so long as he obeys the command of the warrant

13:2.11 Responsibility of Member, In matters of arrests and the service or execution of summonses and warrants, members shall be guided by established precedent, the Law of Arrest, the New Jersey Court Rules, and by the amits of the authority given by the statute, bearing in mind always that in vesting them with certain powers, the law also holds them answerable crim nally and/or civily for any abuse of authority. No charge of insubordination or neclect of duty will be entertained against any member who shall refuse a direction by a superior officer or citizen to make an arrest, or serve process where such action would be unlawful.

13:2.12 Protection of Executing Officer, A warrant, regular on its face and issued by a judicial officer having jurisdiction over the subject matter, affords full austification for all acts done by a peace officer in its lawful execution. The rule is everywhere recognized that a ministerial officer is protected bucause he is bound to obey the forms I. e.ven commands of his superior having surisdiction, without requiring whether the action of the superior be justi-Hed or not

13:2.13 Arrest on Any Warrant (Within County). An officer making an arrest under a warrant visued a non-a complaint shall take the arrested person, without unnecessary or ay before the court or manstrate name, in the warrant A person making an arrest without a warrant shall take the arrested person, w thout unnecessary delay, before the neares, available magistrate and a comp aint shall be filed forthwith and a warrant issued thereon. A pre-iminary hearing before the magistrate shall be held forthwith Source New Jersey Court Rule 8 3-3 (a)

13:2.14 Arrest on Warrant, High Misdemeanor (In Other Counties). The officer arresting a defendant in a county other than the one in which the warrant was issued shall take the defendant, without unnecessary delay, before a magistrate of such county for purposes of bail Source. New Jersev Court Rule

13:2.15 Arrest for Offenses Less than High Misdemesons (In Other Countles). The officer prest no a defendant in a county other than the one in which the warrant was issued shall take the defendant, without unnecessary delay, before a magistrate of such county for purposes of bail, if the defendant desires to place bail forthwith Otherwise, the defendant may be turned over to the arresting officers from out of the county without arraignment before the loca, magistrate Source New Jersey Court Rule 8:3-2 (c)

13:2 16 Removal of Prisoner. A member making an arrest under a warrant may, after proper police processing, take the prisoner directly to the court which issued the warrant, if the court is in session and this procedure is expedient

13r2.17 Execution Where Entry Is Denied, In executing warrants for the arrest of persons in their homes or other buildings, if admission is denied. members must have probable cause to believe that the persons wanted and named in the warrant are within, before forcing entrance. They shall in all cases, inform the person or persons refusing to admit them that they are police officers and possess a warrant. After so identifying themselves, persons (excepting the spouse) who obstruct or interfere with the officers may be arrested and prosecuted for aiding the person or persons wanted by the officers.

13:2.18 Return of Arrest Warrants, Warrants are returnable forthwith but a warrant remains in force until it is returned. By "forthwith" is meant to arrest the offender, or the alleged offender, as soon as possible. A warrant remains in force after the accused has been arrested, so that, should be escape before arrangement, the warrant is et. I effective and the officer may re-arrest him.

- 13-2.19 Time of Service, Arrest Warrant, A warrant, excenting a search warrant, may be served at any hour of the day or might, and any day of the week, including Sundays. However, members should use good piego wint an de ernoring at what to ne warrants should be served or executed anso sing minor offenses. The warrant, although cood forever, unless recalled by the court or expedied by the Grand Jury. must be executed before prosecution of the complaint is prevented by he time and on crimina, prosecutions. Source New Jersey Statute 2A-159-1 et, seq.
- 13:2.20 Defective Arrest Warrant, No person arrested under a warrant, or appearant in response to a summons, shall be discharged from custody or dismissed because of any informality in the warrant or summons but the warrant or summons may be amenoed so as to remody any such informality. Source. New Jersey Court Rule 8 3-2 (d) (1)
- 13:2.21 Alteration Only by Court. No warrants may be altered by any person other than the court or magistrates who issued them. Any material afteration by any other adical tribunal or by any other person renders the warrant unvalid. Where a member observes that the warrant is defective, he shall return it for amending or cancelling, or if the officer is doubtful as to warrant's validity it shall be returned to the court or magnificate who issued same
- 13:2.22 Attaching Required Information, A member conducting an investigation on a warrant shall attach a brief report as to his findings concerning the warrant and shall execute departmental forms where required. In cases where a positive identification is made or information is developed which would serve to identify the defendant, such information shall be inserted on the back of the warrant, or on the Warrant Card filed in the Record and Identification Buteau. No alteration or amendment is to be made to the face of the warrant
- 13.2.23 Issuance of New Warrant or Summons, If during the prolim nary exam nation of any person arrested under a warrant, or appearing in response to a summons, it appears that the warriet or summons does not properly name or describe the defendant, or the offense with which he is charged, or that although not quilty of the offense specified in the warrent or summons there is reasonable ground to beheve that he is guilty of some other offense, the magsstrate shall not discharge or dismiss the defendant but shall forthwith cause a new complaint to be filed and thereon issue a new warrant or summons. Source New Jersey Court Rules 8 3-2 (d) (2)

13:2.24 Arrest Notification to Complainant, When

A summons is a writ, directed to the Sheriff or that he is required to appear, on a day named, and other proper officer, requiring him to notify the per- answer the complaint in such action. Source. Black's son named that an ac on has been commenced Law Dictionary, against him in the court whence the writ issues, and

arrests are made by warrant and the prisoner is to be arranged the officer who executed the warrant shall nonly the complainant of the court, the date and the time the defendant will be arraigned.

- 13:2.25 Arrest Made on Telegram, Teleture, from Out of State Authorities. Whenever it shall be determ ned that an old of Male as hor to Will extrad tethen upon arrest the prisoner shall be brought before the magistrate where a Luciuse company will be signed by the investigating officer. Members at a to low Departmental procedure in extradition cases.
- 13:2.26 Complaints Made by Members in Crimes. In case of crime, or where there are rejuctant witnesses, or where through casua tv. complainants are unable to appear incombers having the investigations i these cases sna, make the complaint. Members may make comp aints even on information and benef if sufficiently informed, against defendants in order that the ends of justice may be served. War-
- 13-2 27 Cooperation with Other Authorities, The Police Denartment shall enoperate fully with the law enforcement and prosecuting authorities of federal, state, and county governments.

rants shall assue against such defendants.

- 13:2.28 Regulations for Applying for Warrant for Assault against Self. Members shall arrest perpeteators of assaults, assaults and batteries and criminal offenses directed against them. The perpetrators shall be charged accordingly. Whenever it is impossible to consummate the arrest at the time of the offense, the member shall make a complete report of the incident to his commanding officer with a request that he be allowed to make a complaint in the proper court at the next session. A warrant which may issue as a result of filing such complaint shall in no case be served by the aperieved member
- 13:2.29 Warrants in Juvenile Cases, In 101 of summors in the event that the misconduct alleged in the complaint indicates that immediate custody of the sevenile is in the public interest, the judge may issue a warrant. Source. New Jersey Court Rule 6 8-6 13:2,30 Warrants in Traffic Cases, While a sum-
- mons is generally used in traffic offenses, a warrant may also be usued in a proper case. Where a warrant is issued, the arresting officer must take the person arrested before the magistrate or court named in the warrant without unnecessary delay. For the itsuance of warrants see New Jersey Court Rule 8 10-3
- 13:2.31 Execution on Military Premises. A warrant to be served on a member of a military unit is usually effected through the cooperation of the military commanding officer or, with his approval, the military police assigned to such premises.

13/3 SUMMONS DEFINED

- signed by the committing magistrate or tested in his name and signed by the person empowered by law to take complaints and shall be directed to the defendant named or otherwise ces, gouted in the complaint and shall describe the offense charged in the complaint. The summons shall require the defendant to appear before the court in which the complaint is made at a time and place stated therein and inform the defendant that if he fails to so appear a warrant will assue for his arrest. Source, New Jersey Court Rule
- 13:3.2 Summons Issuance Instead of Warrant, A aummons instead of a warrant may issue if the person taking the complaint has reason to be seve that the defendant will appear in response thereto, or if the defendant is a corporation. For any non-indictable offense when the Admin strative Director of the courts has prescribed a special form of complaint and summons pursuant to Court Roles 8 3-1 and 8 3-2, an officer may make and sign such complaint and summons and serve the summons upon the defendant instead of arresting him. The officer shall file the complaint without unnoue are delay Source New Jersey Court Rule 8 3 2 (a) (2
- 13:3.3 Service of Summons, The st mmons shall be served by any peace officer or other person authorized to do so by law. Source New Jersey Court Rule 8.3-2 (c) (1),

13:3.4 Service of Summons Regulations. The summons shall be served upon a defendant by delivering a copy to him personally, or by leaving it at his usual place of abode with some person of his family over

13:3.1 Form of Summons. The summons shall be the age of 14 years then residing therein, or by mailing it to the defendant's last known address. The summors in cases involving non-moving traffic offenses may be served upon a defendant by affixing it to the vehicle involved in the violation. Source New Jersey Court Rules 8 3-2 (c) (3) (u), 8 3-2 (c) (3)

- 13:3.5 Summons in Traffic Violations, Summonses shail be issued by pouce officers in all cases where the Motor Vehicle Act Title 39 or a City Ordinance, Chapter 17 is violated, including those cases where arrests are made. However, the summons shall not he used in complaints for causing death by auto since this is an indictable offense not within the ransdiction of the Municipal Court.
- 13.3.6 Police Officers Involved in Traffic Accidents. A pocce officer involved in a traffic acc dent while operating or riding as a passenger in a private vehicle and while off duty shall not issue a summons to the operator or owner of the other vehicle upless an arrest is made. The police officer may subsequently file a complaint in traffic court.
- 13:3.7 Improper Disposition of Traffic Ticket. Any person who aids in the disposition of a traffic ticket or summons in any manner other than that a thorized by the court shall be proceeded against for contempt in the manner provided by New Jersey Court Rule
- 13:3.8 Territorial Limits. The summons may be served at any place within the jurisdiction of the State of New Jersey Source New Jersey Court Rute

13:4 SEARCH WARRANT, CONSTITUTIONAL GUARANTY

- The New Jersey Constitution prohibits unreasonable search and seizure in these teems! "the right of the people to be secure in their persons, houses, papers and effects, against unreasonable searches and seizures, shall not be violated, and no warrant shall issue except upon probably cause, supported by oath or affirmation, and particularly describing the place to be searched and the papers and things to be seized," Source New Jersey Constitution 1947, Article 1, Paragraph 7.
- 13:4.1 Search Warrant Defined. A search warrant is a written order signed by a judge and directed to any law enforcement officer, without naming him. commanding him to search the person named, or the premises particularly described for personal property or contraband and bring it before the judge
- 13:4.2 Authority to Issue Search Warrant, A search warrant may be issued by a judge of a court having jurisdiction in the managrality where the property sought is located Source; New Jersey Court Rule 3 2A-1
- 13:4.3 Grounds for Issuance, Search Warrant, A search warrant may be assued to search for and seaze any property

- (1) Obtained in violation of the penal laws of this State or any other state, or
- (2) Possessed, controlled, designed or intended for use or which has been in connection with the violation of the penal laws of this State or any other state,
- (3) Constituting evidence of or tending to show any such violation. Source, New Jersey Court Rule 3 2A-2
- 13:4.4 Issuance of Search Warraut upon Affidavit. A nersin seeking a search warrant shall appear personally before the sudge who must, before issuing the warrant, take the affidavit or deposition of the person seeking the warrant. The judge may also examine, on oath, any watness the applicant for the warrant may produce and may in his discretion require that any person upon whose information the applicant relies appear personally and be examined, on oath, concerning such information, Source New Jersey Court Rule 3 2A-3
- 13.4.5 Warrant to Identify and Describe, If sausfied that grounds for granting the application exists or that there is probable cause to believe they exist,

the judge shall date and issue the warrant identifying the property to be seized and naming or describing the person or place to be searched. Source New Jerwey Court Rule 3 24-3.

13:4.6

13.4.6 Warrant to State Basis for Issuance. The warrant shall state the basis for its issuance and the names of the persons whose affidavits or testimony have been taken in support thereof. Source New Jersey Court Rule 3,24-3.

13:4.7 Warrant to Direct Its Return. The warrant shall direct that it be returned to the judge who issued it Source. New Jessey Court Rule 3 2A-3.

13:4.8 Execution by Law Enforcement Officers. A search warrant may be executed by any law enforcement officer, or by the Attories Genera, or any county prosecutor or sherff or member of their staffs Source New Jersey Court Rule 3 2A 4.

13.4.9 Time Limitation. The warrant must be exceuted within 10 days after its date during the hours fixed therein by the judge sisting it unless for good cause shown the warrant provides for its execution at any time of day or night. Source. New Jersey Court Rule 3 2A-4.

13:4.10 Copy of Warrant and Receipt for Property Taken. The police officer talking property under the warrant that I give to the person from whom or from whose premsus the property was taken a copy of the warrant and the receipt for the property taken. In officer talkil leave a copy of the warrant and a receipt at the place from which the property was taken. Source: New Jersey Court Rule 3 2A-4.

133.4.11 Prompt Return and Inventory Requirement. The warrant shall be returned promptly with a wortten inventory of any property taken. The uncertainty shall be made and verified by the officer executing the warrant in the presence of the person from whom or from whose premises the property was taken and if such person is not present, in the presence of some other person. Source: New Jersey Court Rule

13:4.12 Warrant Search in Good Faith. In the absence of bad faith, no search or setture by virtue of a search warrant shall be deemed unlawful because of technical insufficiences or irregularities in the warrant or in the papers or proceedings to obtain it, or is the execution of it. Source New Iersey Court Rule 12:A-6 (b)

13:4.13 Property Defined. The term "property" as used in New Iersey Court Rule 3 2A shall be deemed to include documents, books, papers and other tangible concest. Source: New Iersey Court Rule 3 2A-7

13:4.14 Search and Seizure without Search Warrant. Court Rale 3 2A shall not be construed to make ilegal a lawful search and sezzire made without a search warrant Source New Jersey Court Rule 3 2A 8 13:4.15 Secrecy, Application for Search Warrant. A search warrant shad be issued with all practicable secrecy and the allifeart or testimony upon which it is based shall not be find with the clerk of court or most power and system, and the clerk of court or most power and system, and the clerk of court or most power and the secretary system as a court of the court of

13:4.16 Existence of Probable Cause for Search. The constitution requires existence of probable cause before a search warrant shall issue. Probable cause is defined as follows:

"Probable cause means reasonable grounds for suspicion supported by circumstances sufficiently strong in themseives to warrant an ordinarily cautious man in the belief that the accused is guilty of the of fense with which he is charged."

Certainty of proof is not required but more than suspicion or more possibility is required

135.4.17 Description of Place to Be Searched. The pace to be searched must be practe, any described such as the prevaling rule is that the despiration of the place to be searched in sufficient if the officer is abit to be calculate as sufficient if the officer is abit to be calculate as sufficient and and the certainty, for the place to be searched in sufficient in the officer is abit to be calculated the same definitely and with certainty, for the points to a definitely associationable place, so as to the excussion of a 1 others.

134.18 Identifying Apartment to Be Szarchad. Apartment boxes not a house under single occupancy, and the description must not only give the street and number at which the building itself will be found, but also the number of the particular apartment to be searched, or some other means by which this very one can be secretained. The same is criticative, if they are divided as to occurate other criticatures, if they are divided as to occurate.

134.19 Search of Prisoner and Place, Ordinanly search and serure incident to lawful arrest is not unreasonable. Upon lawful arrest is the prisoner may be searched, as may be the place where the arrest made in order to find and searc things connected with the crime as its fruits or as the means by which the crime as its fruits or as the means by which it was committed, as well as weapons and other things to effect an escape from custody.

135-430 Search of Arrested Presson's Possessions. The might of the police officer to search the person the person of the might of the police officer to search the person within his unreadules control at the time of the arrest, such as unicasas, boxes, bounders, suggest, etc. This such as unicasas, boxes, boxe

within a vehicle by an observation of an officer Search Report," form whenever an allowance to through the window of the vehicle does not constitute a search.

13.4.21

13:4.22 Consent to Search, The constitutional right to protection from or security against unreasonable searches and seizures is a personal one, and any search or seigure not expressly prohibited by law may be legalized by consent thereto. Consent to search must be given freely and voluntarily without coercion, duress or fraud.

13:4.23 Consent to Search in Writing, When consent is granted it is advisable to get the consent in writing Furthermore the consent must be explicit premises.

13:4.21 Evidence on View, Discovery of evidence and members shall use the Department "Consent to search is given in lieu of action to be taken on the d rection of a warrant

> 13:4.24 Execution of Search Warrant When Entry Denied. The officer executing a search warrant may. us no reasonable caution and having probable cause break open any outer or inner door or window of any premises, building, vehicle or other place, or anything contained therein, to execute the warrant if, after propouncement of his authority and purpose, he does not receive admission. The officer so breaking shall have the responsibility of properly securing the

ARREST AND DETENTION

14:1 ARREST

14:1.1 Essential Elements. In order to constitute an arrest there mist be an intent to arrest, under real or pretended authority, accompanied by a secure or a detention of the person and an understanding on the part of the person that he is to be arrested. Mere words do not constitute an arrest

14:1.2 How to Arrest. Traditionally, an arrest is made by laying the hand upon the prisoner or otherwise taking possession of his person and informing him that he is under arrest, but it is not always necessary that actual contact or force be used it is sufficient if the person to be arrested submits to arrest.

14:2 MEMBERS GUIDED BY LAW

In matters of arrests and in the service of process, police officers shall be guided by well established precedent in the common law of arrest and by the limits of the authority given them by statute.

14:2.1 Broad Powers of Arrest. In New Jersey, poless officers possess broad common law and statetory powers of arrest. An arrest is a lawful one when au thorized either at common law or under the statutes.

14:2.2 Authorized Arrests. No person can be lawfully arrested or detained by any police officer except under authority of law. An arrest is authorized either

by the issuance of a warrant by competent authority, or without the issuance of a warrant under certain for amorances.

146.2.3 Search Incident to Lawful Arrests. Ordinaxily search and settine medied to bawful arrest is not unreasonable. Upon lawful arrest, the prisoner may be searched as may be the place where the arrest is made in order to find and se ze things connected with the crime, its freult, the means by which it was committed, as well as weapons and other things that may the confidence of the co

14:3 ARREST ON WARRANT

An arrest warrant, regular on its face, and issued by a judicial officer having jurisdiction over the subject matter, affords full justification for all acts done by a peace officer in its lawful execution. A police officer is bound to obey the formally siven command to arrest under an arrest warrant issued by a judicial officer having jurisd ction, without inquiring whether the action of the judicial officer be justified or not. (See section 2. Chapter 13).

14:4 COMMON LAW POWERS OF ARREST WITHOUT WARRANT

Under the old common law powers of arrest, a police officer could arrest without a warrant when a felony was committed in his presence, or when a felony, actual or suspected upon reasonable grounds, had been committed in his absence, and he had reasonable cause to suspect the accussed of its commissionable cause to suspect the accussed of its commis-

sion. In some instances, a police officer could also arrest when a misdemeanor was committed in his presence or threatened to happen. These powers to arrest have been extended by court decisions and by stanter, for extenses 14.5 through 14.5.

14:5 GROWTH OF COMMON LAW POWERS OF ARREST

14:5.1 Felony Power of Arrest Extended to High Misdemeanor. The common law powers of a police officer to arrest for a felony as set forth in the preeding paragraph are held to extend to high medmeanors so that an officer may arrest for a high musdemeanor not committed in his presence, but on probable cause. State v. Mipeta 39 N.J. Super 202.

14:5.2 Breach of Peace Not Necessary. The common law power of a police officer to arrest for a misdemeanor committed in his presence was sometimes confined to misdemeanors involving or likely to involve a breach of the peace. Later it was held that a breach of the peace was not required so that a police officer may arrest for a misdemeanor committed in his presence, whether or not there is a breach of the peace State V Smith 37 N.J. 481.

14:5.3 Felony Powers of Arrest Extended to Certain Misdemeanors. A recent decision of the New Jersev Supreme Court, State v. Doyle 42 N J, 334, extended the common law powers of arrest even further when it held that a police officer may arrest, without a warrant, for a misdemensor not committed in his presence provided he has probable cause, and the misdemensor is punishable by imprisonment for more than a year in State Prison.

14.5.4 Conclusion, Under the common law powers of arrest, as extended and recently interpreted, a police officer may arrest without watrant when any

high misclemeaner or zmy misclemeaner is committed in his presence. He may also arrest without a warrest where he has reasonable ground to believe that any high misclemeaner glun-tolete by move them a year on State Prizon is because ground to believe committed, and he has reasonable ground to believe committed, and he has reasonable ground to believe committed it, even though it is not being or has been committed it, even though it is not being or has not been committed it.

14-6 EDESH PURSUIT ARREST POWERS

Any poles officer of the State in Fresh persuat of cenneal officers, shall have the subhency to arrest a person was or reconsisted with the person anywhere has to have a sound to the person anywhere has to have a state regard to coment, and center of the state of t

14:7 "JUVENILE DETENTION"

Any daly appointed police officer may take into custody without process any peventile, who in the opinion of the officer, a engaging in conduct defined by law as juvenile definition, are now New Jerrey State Statute 2.4, 4-14. Such action shall not be construed as an arrest but shall be deemed a measure to protect the health, merals, and well-being of the juvenile.

1467.1 Juveniles Released. The police officer taking the child into custody shall take him to the present of occurrence and make immediate arrangements to notify his parents or guardans to whom he shall be released upon their written promise to assume zero to the control of t

1467.2 Javenile Confinement in Lieu of Release, If it he impracticable to proteed as outlined in the preceding paragraph, of this Chapter (14.7 l), or it the nature of the offense is sale as to require the immediate detention of the javenile, the police officer taking the child into custody-hall make immediate arrangements to have the jivenile placed in a detention facility approved by the court

14:7.3 Juvenile Complaints. Whenever a juvenile has been taken into custody for an offense that will go to court, the police officer taking the child into

custody or his duly constituted superior officer shall proceed to file a complaint or preliminary notice with the court. (If the matter is given to the Youth Ad Bureau, that Bureau will file a complaint or preliminary notice).

14:7.4 Juveniles Place of Confinement. No child under the age of . 6 years shau at any tune be placed in any prison, jat, lockap or police stat on A child between the ages of 16 and 18 years shall not be placed in any prison, jad, lockup or police station unless

- No other safe and sustable place for his custody is available.
 - (2) This action is necessary for his protection.
 (3) This action will protect the public.

When so placed in a jail, lockup or police station, it shall be a segregated section of such premises where the said child cannot have contact with any adult who has been convicted of, or arrested for a crime.

14:7.5 Juveniles Transported. When a child shall have been taken into custody, he may be transported to an home, or to the place of detention or other place designated by the Juvenile and Demestir Relations Court in a radio partiol car, or other whose not specifically intended for the transportation of adults under arrest.

14:8 DISORDERLY PERSONS ARRESTS

Whenever an offense (see 2A:170-1 et. seq) is without warrant or process any disorderly person, commutted in his presence any constable or police of-field and take him before any magistrate of the county field shall be and any other person may, apprehend where apprehended.

14:9 TRAFFIC ARRESTS

Any police officer may, without a warrant, arrest any person violating in his presence any provision of Chapter 3 of Title 39 (39 3-1 et. seq.) or any person, other than a motorman or person having control of a street car or auto bus, violating in his presence any

provision of Chapter 4 of Title 39 (39-4-1 et seq.). The exemption from arrest of a motorman or person having control of a street car or auto bus shall not operate to prevent his arrest, however, for a violation of section 39 4-50 of Title 39

14 10

14:10 REASON FOR ARREST

A police officer making an arrest shall inform the w made to see the warrant the request should be prisoner why he is arrested and if the arrest is made granted as soon as possible, but only when and where under warrant, the officer shall inform the prisoner st can be done without danger of the prisoner

14:11 TIME OF ARREST WITHOUT WARRANT

of the pature and contents of the warrant. If a request An arrest for an "on view" criminal or quasi-criminal offense may be made on any day and at any time of the day or night. But warrant arrests at night or on Sunday, when it is difficult to secure hail, are

deemed onnressive except in cases of emergency of when the offense is of the grade of felony or high misdemennor. A police officer shall exercise his good audoment in this record

14-12 BLACE OF APPECT WITH OF WITHOUT WARPANT

flable, for the purpose of arrest for crime. No place When a police officer has the right to arrest under the law, he may go anywhere--church, theatre, store, place of employment, automobile, arplane, radroad, ship-and may enter by force if necessary and justi-

can be a refuse from arrest for crime. He shall exercise reasonable judgment in this regard. (See section 14 18 recarding DIPLOMATIC IMMUNITY).

14:13 ARREST IN CIVILIAN CLOTHES

Police officers in civiban clothes when making an badge and at the same time announce that they are arrest shall identify themselves by showing their police officers.

14:14 USE OF FORCE

14:14.1 Limitations on Use of Force. The power and duty to arrest includes the right to use force when it is reasonably required to effect the arrest, but the force employed must not be excessive in eather type or americal Whether the force resorted to be excessive depends not only upon the degree of resistance offered to the arrest but also upon the gravity of offense committed

16:14.2 Excessive Force.

14:14.2-1 Grave High Misdemeanors Amounting to Felony. A police officer having lawfully made an arrest, and using proper means for that purpose, may lawfully renel force by force in order to prevent an escane. If the person may be resistance is unavoidably killed in the strugge the hom cide is just fishle. In cases where the charge is one equal to beinguis common law felony, the killing of the accused before the arrest is actually made will be justifiable, if the escape of the felon could be prevented-in no other way. If in the pursuit, the felon is killed when he cannot be otherwise overtaken, the homicide is justifiable.

14:14.2-2 Misdemennors, Disorderly Persons, Breach of Peace. A different rule prevails when the person fleeing and endeavoring to escape arrest is charged with a misdemeanor or a breach of the peace. In these cases the police officer has no right to kill the accused to prevent his escape, and if he does so intentionally the offense is murder. If he resoris to shooting, not intending to aid, but merely to disable or frighten the person escaping, the shoot no. though un ustifiable, amounts to manslauchter only

14:14.3 Responsibility for Excessive Force, With n reasonable limits the force required to effect a lawful arrest is necessarily left to the sound discretion of the

police officer; but he is responsible for wanton abuse of that discretion. In seeking to perform his duty to arrest, the officer is not obliged to retreat or desist when he meets with resistance. He may repel force with force, being responsible only for unnocessary V-D-EDGE

14:14.4 Foreign Entry to Effect Arrest, In extreme cases entry may be forced into a dweding or other holding to arrest for a high misdemeanor or to preserve the peace, but only when forcible entry is absolutely necessary and when an explanation of the purpose of the entry has been given and when demand for admission in the pame of the av has been refused When forcible entry is not justifiable under the law, the pouce officer forfests his special protection and becomes a trespasser and if he then commits violence against a dweller or an occupant, or those acting in their interest, he is gunty of crim nal assundt See 14 14.5

14.14.5 Entry by Force, Where immediate action is necessary to preserve evidence, where the police officer's peril would be increased or where the arrest would be frustrated, (State v Fair and Lynn, N.J. Super), a police officer may break into a dwe ling house to make an arrest without explaining his purpose or demanding admittance.

14:14.6 Use of Handouffs, A police officer shall remember that he is responsible for his prisoner and required to do what is necessary to secure him. The officer must use his own discretion, and I he does h's duty in a consistent and careful manner he will be ustafied

14:14.7 Treatment of Prisoner Fach police officer shall be responsible for the humane treatment and safekeening of a prisoner in his custody, or detained has supervision or responsibility in a building, or part thereof, over which the officer

14:15 INTERFERING WITH POLICE ACTION

Police officers shall acrest all persons who interfere a crime. Interference as defined in this rule is conwith them either in making arrests or in serving prostrued to mean an active inhysical interference; and cess, or who aid or encourage a prisoner to escape, or not merely words or criticism. who knowingly conceal a person who has committed

14-16 MATERIAL WITNESSES

Witnesses in crimes punishable by death or im- he may be released upon sufficient identification. Any prisonment in State Prison, shall be detained and sent to court with the principals in the case, unless it as known or can be established by the desk officer that the witness is a reliable resident having "roots" in the community and is not likely to fice, whereupon

14 15

person committed or detained as a witness shall not be kept in the same apartment (cell) with, or be provided with the same fare as a person charged with, or convicted of crime

14-22

14:17 WARNING SOMETIMES SUFFICIENT

Police officers shall hear in mind that frequently eases should not be made unless the offenses are a polite warning to persons who have committed very willia and repeated minor offenses will be sufficient, and arrests in such

14:18 DIPLOMATIC IMMENITY

14:18 I Ambassadors and Other Public Ministers. of the United States extends to all cases affecting Ambassadors and other public nunisters from foreign ambassadors and other public ministers from foreign governments, accredited to the President or Government of the United States of America and recognized according to the laws of the United States, with the r secretaries, messengers, families and servants are not ministable under the laws of New Jersey. Ambossadorial offenses if nunishable at all are prosecuted under the laws of the United States, for by the express terms of the Federal Constitution, the judicial power

governments.

14.18 2 United Nations Members, A provision of the United Nations Charter supplemented by the "so-called" Headquarters Agreement between the United States and the United Nations provides the same ammunity for United Nations' Members and Officials of that Organization as given to diplomats.

14:19 ARREST OF FEDERAL EMPLOYEE

A federal employee, as such, is not exempt from ployee could, however, claim privilege from arrest arrest for crime. The fact that his arrest may tempo- in a civil case if such arrest obstructed a governrardy obstruct some povernmental function does not mental function. give him the right to claim privilege. A federal em-

14:20 SECURITY OF THE UNITED STATES MAIL.

a crime or offense against a person responsible for delivery of United States Mail, he shall in cases less than high misdemeanor, cause the issuance of a summons to such person through the proper court. In nated location

When a police officer finds it necessary to charge cases of a high misdemeanor, the officer arresting shall notify the supervisor of such person in the United States Mail Service, and request him to designate someone to take charge of the mail at a desig-

14:21 CONTROL OF STREET CAR OR AUTO BUS

When a police officer arrests the driver of a street car or an auto bus enroute, he shall accompany the prisoner by the usual route of the street car or auto bus to its depot before taking the prisoner to a precinct station or to Police Headquarters. Except that control of its owner or his representative.

in serious crimes, drunk driving, or, if the depot is out of town, the arrest shall be consummated immediately and measures taken to safeguard the street car or auto bus at curbside until it can be returned to the

14:22 ARREST OF MILITARY PERSONNEL

When a member of any military service is arrested, detain the person until called for by a representative the desk officer shall cause to be notified, the com- of the military police which has local jurisdiction. mand to which the arrested person is attached, and

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14:23 ARREST OF CONGRESSMAN OR MEMBER OF STATE LEGISLATURE

No Congressman or Member of a State Legislature and Representatives from arrest in all cases "except is exempt from arrest for the commission of a crime treason, follow and breach of peace" confers merely The constitutional privilege extended to all Senators a privilege from arrest in civil cases.

14:24 GUARDING PRISONERS

Whenever a police officer makes an arrest or has If a prisoner escapes because of negligence on the tion room, he shall hold the pragner in a marner to an escape. The officer shall always keep h m in s ght so in an emergency and shall not permit the prisoner to so believe him

custody of a prisonal not confined in a cell or deten- na t of an officer, it will be a emed gross neglect of July A prisoner shall not be ett in the custous of prevent the prisoner from 101 ring him or effecting any civilian, except when absolutely necessary to do

14:25 PRISONERS TRANSPORTED

When arrests are made by police officers, the per to Police Headquarters immediately or to a temposon arrested shall be brought to a precinct station or rary headquarters established in an emergency

14:26 ARRAIGNMENT OF PAISONER

son, without unnecessary or av pelote the court of magistrate named in the warrant. As off cer making. 13.2.15. an arrest without a warrant shall take the arrested

Police officers making an arrest under a warrant person, without unnecessary delay, before the nearest issued upon a complaint shall take the arrested per- available mag strate. A complaint shall be filed forth-+ th and a warrant issued thereon. See 13 2.14 and

14:27 BOOKING OF PRISONER RECULATIONS

place, persons not connected with the Department are room not to be admitted or allowed to remain in the busi-

When an arrest is made and the presoner is con-ness room, unless they are involved, until such time veyed to a precinct station or other proper designated as the prisoner has been placed in a cell, or detention

14:28 RELEASE OF ARRESTED PERSON

An arresting officer shall not release an arrested person from custody, except on orders from the sudge.

14:29 RECORDING THE ARREST

Desk officers shall make certain that proper record of every arrest is made

14:36 LEGALITY OF ADDEST

Desk officers shall use discretion to all cases of ar- offense for which a person may be lawfully detained. rest brought before them, making certain that the act and that there are reasonable grounds for the comwith which the prisoner is charged constitutes an

plaint.

14.31 ARREST NOTIFICATIONS FOR PRISONER

Prisoners shall be given the privilege of notifying not fication shall contain any information but that relations, friends, or counsel of their arrest and every pertaining to the arrest and the immediate needs of reasonable assistance shall be given to insure or ivery the prisoner This privilege shall not have priority of such information by telephone or messenger. No over police procedure and regulations.

14:32 ARREST INFORMATION TO CITIZENS

Citizens who request information regarding charges the desk lieutenant, the furnishing of the information against persons in custody will be told the nature of would tend to defeat the ends of justice. the complaint or complaints, unless in the comion of

14:33 FINGERPRINTING PRISONERS

All persons arrested for an indictable offense, or ance with law, be sent unmediately to Police Headany person believed to be wanted for an indictable quarters to be fingerprinted, after such person has offense, or charged under 2A 169A-3, 2A 170-8, or been searched and a proper record of the arrest is believed to be an habitual criminal shall, in accord- made An arrest report properly filled out by the arresting officer, stating the nature and details of the from the person or possession of the presoner shall ease and all personal property (not evidential) taken accompany such prisoner.

14:34 CONCEALED WEAPONS

When arresting a person suspected of carrying concealed weapons, a police officer shall search the person immediately and thoroughly before transport-

14:35 SEARCH OF PRISONERS

14:35-1 Male Prisoners Desk Officers shall passe all male prisoners to be thorough, pearched before they are todged in a Cell Prisoners shall not be permitted to retain drips, apare, arrices of evidence, weapons, more or valuables. Drags needed by prisoners for reducins, purposes, t.e., prescription medicines, insurt, navel betianded at the discretion of the best forward to the discretion of the best forward to the many discretion of the many discretion of the many discretion of the many discretion of the many discretions.

(1) All objects from which a prisoner may be able to fashion weapons, deface property, endanger life or facultate escape.

prisoner a possession.

- (2) All articles of metal, plastic or a combrastion of both materials, i.e. laminated credit cards, combs, some types of billfolds, keys, pipes, cigacette and cigar holders.
- (3) All currency and items of jewelery, i.e. rings, watches, bracelets, necklaces, its pins and the clips. Wedding bands may be allowed to be retained.

 (4) Particular items of clothing, i.e. belts,
- seckties, shoe laces, scarves, large handkerchiels. The Desk Officer retains the prerogative of ordering any tiem of clothing removed from a prisoner, where in his judgement, such removal is in the interest of the prisoners safety or is inherent to a complete and thorough search.
- 14:35.2 Security of Presents Personal Property. To insure the proper security of a prisoners personal property the following stems shall be utilized
- (1) Department Property Eavelope, DP1-156. The information required on the face of this eavelope shall be filled in, i.e. District, Central Compiant Number, Central Arrent Number, Central and the contents listed as required, in addition note the prisoners same, and on the upper right portion of the envelope repeat the Central Complaint Number to facilitate filing.
- (2) Department Property Envelope DP1:153 This envelope shall be utilized when currency is confiscated from a prisoner. The same procedure used in paragraph 1,(re:DP1:154 and paragraph 3 (re: PET) of this section shall apply as regards the use of this envelope
- 14:35.2 (3) Prisoners Personal Property Tabe.
 This tope is a regular, common gammed paper
 tape that is dispensed by a #404 paper dispenseer. For our professional use of this tope the name
 ascribed to this tape is Property, Evidence Tape

- (PET). It is 1½" in width and usually on rolls that are 500" in length
 - (A) The tope shall be affixed to the flap of property envelope and approximately half of the upper bottom of the string between the two huttons.
 - (b) Uper normal circumstances the seal shall not be broken until the property is returned to the prisoner;
 - (c) Officers noting broken tape or any evidence of tampering with some shall report this fact to their immediate Superior Officer and log this condition on the Prisoners Property Farm DP1: 1755

(4) Prasoner's Personal Property Form, DP1 1755. This form is exercised for all prisoners when personal property in removed from them The Desk Officer shall class log on the Arrest Report DP1 800, in block \$47, whether or not Form DP, 1755 was executed

- (a) White copy—given to prisoner for his Receipt.
- (b) Yellow and pink copy filed in a 5X8 jugger box at District Station.

When the prisoner is transported, the pink and yellow copies will accompany the prisoner. The receiving officer, at the Ceil Block, shall sign both copies is the space provided on the form The Ceil Block Officer retains and fi.es the pink copy. The yellow copy is returned, by the District Transporting Officer, for filing at the District Transporting Officer, for filing at the District Station.

- (5) Four Drawer Locking File Cabunet. All Prisoner's Personal Property Envelopes, after they are properly filled out and senied, shall be housed as the specially provided sates filing cabinet. The cabunets shall be kept locked and the key shall be the responsibility of the Superior Officer in charge of the Dustrict Deak and Headquatters Call Block.
- (6) Prisoners Personal Property that remains unclaimed, after a thirty day period, shall be sent to the Police Property Room for storage and final disposition.
 - (a) Desk Officers shall list all unclaimed prisoners personal property by proper name and Central Complaint Number on Property and Evidence Form DP1, 152.
 - (b) A new Central Complaint Number shall be obtained from the Record Bureau.

14.35.2

- (e) The completed Property & Evidence Form DP1: 152 and the unclaumed envelopes shall be delivered to the Property Room by the assigned Police Officer.
- (d) The Property Clerk shall check the condition of each listed envelope, check the Central Compliant Number against the Property and Evidence sheet and if satisfied, sign, date the form and return the Command Copy to the Police Officer.
- (e) The Commanding Officer of the Property Room shall be required to had such property for a minimum period of any months. Property that is not claimed officer are months with be reported through channels and be requested for Auction, or to destroy, depending on the nature of the tierus.

14:35,3 Female Prisoners. The search of a female pissoner by male Department officers is restricted to a search of the female prisoner's purse and those articles of outer clothing which can be removed from the prisoner and searched with propriety A female Department officer or other responsible female such

14:36 UNCONSCIOUS OR INJURED PRISONER

A police officer shall not take an unconscious or or other conveyance shall be aummoned and such seriously injured prisoner to a precent station or prisoner shall be removed to the nearest hospital other designated place for detention. An ambulance

14:37 ASSISTING A CITIZEN IN ARREST

nrisoner

When a citizen charges another with the commission of a crime and insists that the person charged be taken into custody and the circumstances appear to warrant an arrest, a police officer shall take the ac-

cused to the precinct station or Police Headquarters, and shall require the accuser to accompany lum as the complanant.

as a matron, registered nurse, a female court attend-

ant or a courty or state prison matron, shall be same

moned to make a thorough search of all female pris-

oners with all the privacy that circumstances permit

they are to be safeguarded in accordance with

The items to be removed from her possession shall be the same as those enumerated in 14:35,1 and

14 35 4 Search of Unconsclops or Injured Pris-

oners. When an unconscious or seriously injured prisoner is removed to a hospital, a police officer

shall search the prisoner, if a male, in the presence of

witnesses. If the prisoner be a female, the search of

the prisoner shall be left to the hospital authorities

and any property in her possession which is unlaw-

fully carried, or which is required as evidence, or

which is lawfully carried but is dangerous to life or

would facultate escape, shall be obtained by the ar-

Prisoner's Personal Property Form DP1:1755 shall

shall be followed and the white, prisoners receipt

copy of form DP1:1755 given to hospital author-

resting officer and dehvered to the desk officer

be executed, the provisions of section 14:35.2

14:38 THE CITIZEN'S ARREST

Prisoners arrested by citizens shall be processed and detained in the usual manner

14d.34.1 Desk Officer's Responsibility. The desk officer shall not permut a person arrested by a cutzen to be deta.ned until and unless he, the desk officer, but carefully considered the facts in the case and is actified that a crime or differes for which a crizen may make an arrest has been committed and that the person arrested has committed.

14:38.2 Citizen as Arresting Person. Citizens making arrests will be carried on "Arrest Reports" as the

ZEN'S ARREST

arresting person and shall be instructed by the desk
officer where to make a sworn complaint, and when
and where to appear for the arrisagment of the

14:38.3 Services of Detective Division. Where arrests are made by cutzens, the deak officer shall us discretion as to whether such cases warrant the servless of detectives. If so, he shall immediately notify the deak officer of the command having responsibility so that the citizen may be interviewed and an investination conducted. If necessary

CHAPTER 15

PUBLIC ASSEMBLAGES AND EMERGENCIES

15:1 PUBLIC ASSEMBLAGES AND EMERGENCIES IN GENERAL

Peacel, public assembly is a basic right of the American people Ord nairy, public assemblages are lawfully conducted and serve a useful purpose. Planned assemblages at praceds, at policial raises, at sporting concess and at school inflars, and unplanned assemblages at first, disasters, or at accidents are usually orderly gatherings. Every crowd, every assemblage, and every other gathering, however,

has the potential for becoming unruly and through the occurrence of an unforseen ewest or action may become uncontrolled to the point where the rig. 4s of others are interfered with, or where panic or mode action takes place. All gatherings, therefore, require careful police supervision in order that law and crear be manatained and that life and property be safeguarded.

15:2 ASSISTANCE RENDERED

All police officers assigned to public assemblages and shall render assistance to everyone shall impart directions courteously and efficiently

15:3 UNREPORTED FIRES

The police officer first on the scene of an unreported fire shale.

15.3.1 Sound the Alarm. First sound the alarm of fire or make certain that an alarm of fire has been transmitted by the most effective means available.

transmitted by the most effective means available.

153:2.2 Atest Occupants, After being assured that an atem of fire has been or will be transmitted, when the defective means.

15:4 REPORTED FIRES

15:4.1 Directing the Fire Apparatus, When the fire is not visible from the fire alorin box, or from any other location from which an alarm is sent, the police officer shall, if possible, station a responsible person at the box or at another selected location to direct the fire apparatus.

15:4.2 Returning to the Scene of the Fire. When the police officer is certain that the alarm has been sent and that the Fire Department will be able to locate the fire, he shall proceed to the scene of the free and render such assistance as may be necessary.

15:43 Assisting Fireness after Arrival. Upon the arrival of fireness at a fire, poloc officers shall, yeld command for the management and control of the fire to them. They are bound, however, to ad the fire to them. They are bound, however, to ad the treet, if accessary Poloc officers of the Poloc Dapartment shall refoun from entering any penames where a fire occurs except to assist in saving the lives of the occupant.

15:4.4 Establishing Police Lines. The superior officer in charge of the police at the scene of a fire shall establish and maintain police lines and insure conditions that will. (1) Permit firemen to carry out their work unhampered.

police officer shall alert the occupants of a burning

building in the most effective manner as quickly as

15:3.3 Alext Fire Apparatus. When the fire appa-

- (2) Regulate pedestrian and vehicular traffic at the scene.
- (3) Safeguard materials and property taken from the buildness.
- 15:4.5 Persons Allowed within Lines. In the absence of orders to the contrary, the persons and vehicles that may cross police lines are enumerated as follows:
 - (1) The Mayor
 - (2) Fire Department members.
- Police Department members.
 Fire and police chaplains.
- (5) Physicians whose services have been re-
 - (6) Ambulances.
 - (7) Building and Water Department personnel
- (8) Public utilities personnel.

- (10) Other authorized governmental agencies on assignment
 - (11) Authorized press card holders
 - 15:4.6 Press Card Privilege Limitations, Holders of authorized press carus who gain admiss on through police lines are not permitted to enter buildings. Police officers shall confise to such eards from persons attempting to use them for this purpose and shatl esect the offenders from the police lines.
 - 15:47 Safeguarding Property, Police officers shall be dil gent in preserving order and protecting property from theft or wanton destruction and shall not permit unauthorized persons to interfere with such property. Police officers shall provide adequate space govay from the flames for the deposit of property removed from the buildings, and shall assume charge of such property by safely guarding at until returned to the possession of its lawful owner
 - 15:4.8 Injured Firemen, Police officers shall not direct the removal of a sick or an injured fireman from the scene of a fire without the knowledge of a Fire Department superior officer. In cases of extreme emergency, however, he may be moved and a Fire Department superior officer so notified as soon as possible thereafter
 - 15:4.9 Reporting. Police officers at a fire shall execute and submit an 'Incident Report' when a crime or other violation of the law becomes known to them or when a casualty results.
 - 15-4.10 Arson, or Other Crime. If arson or other crime is suspected, the police officer reporting shall observe and note in his memorandum book the relative position of any item of evidence, any material or objects and all circumstances which may be important in determining the origin of the fire. His findings shall be contained in an "Incident Report" which he shall execute and submit
 - 15:4.11 Command at the Scene. Command of the police function at the scene of a fire shall be exercised in the following manner.
 - 15:4.11-1 Responsibility of First Member at Scene. The first police officer to arrive at the scene shall assume charge of the police function, pending the arrival of a superior officer who shall immediately assame charge. When the first superior officer to arrive is not of the command in charge of the area, he shall be superseded by the first superior officer of equal or

- (9) Authorized personnel from volunteer organ- higher rank to arrive who is assigned to the command responsible for the area.
 - 15:4.11-2 Responsibility of the Police Officer in Charge, It shall be the responsibility of the police officer in charge
 - (1) To establish temporary headquarters near the scene when the fire is of a serious nature
 - (2) To supervise and direct the police officers who are present.
 - (3) To assign men to prepare the report and conduct a preliminary investigation when necessary
 - (4) When arson, or other crime is suspected, to notify the desk lieutenant is the area of occurrence who shall notify the Detective Division. The Detective Division shall then notify the Arson Squad of the Fire Department.
 - (5) To cause pedestrian and vehicular traffic to he rerouted, when necessary,
 - (6) After a fire and when circumstances require, establish a detail for taking charge of damaged buildings to warn the public of existing dangers, to prevent unauthorized persons from entering or from removing property, and to safeguard evidence,
 - (7) To reduce the number of personnel, by returning members to their regular assignments, as the need for their services diminish.
 - (8) To direct the return of traffic to normal thorquehiares when conditions permit-
 - (9) To assemble the police officers and return them to their regular assignments as may be proper under the circumstances when their services are no longer needed at the fire. In the absence of a superior officer, the senior patrolman shall take this action.
 - 15.4.12 Location of Fire Alarm Boxes, Police officers shall familiarize themselves with the location of every fire alarm box within their precinct boundaries.
 - 15.4.13 Response to Fire, Police officers on duty shall report to the scene of a fire occurring on their posts unless otherwise engaged in important police duties, or unless otherwise ordered
 - 15:4 14 False Alarms. In case a false alarm of fire has been sounded maliciously, police officers shall make every effort to apprehend those as quickly as possible.

15:5 PARADES

- 15:5.1 Command. The Commanding Officer of the Traffic Division shall be charged with traffic control, while the Commanding Officer of the Patrol Division shall be charged with crowd control unless the order detailing parade duties shall direct otherwise
 - 15:5.2 Parade Planning. After asspecting the route,

the formation area and the dismissal area of the parade, the Commanding Officers of the Patrol and the Traffic Divisions shall submit plans for its po-Long requirements and shall submit requests for work details to the Chief of Police in sufficient time for him to prepare assignments and orders,



- 15:5.3 Parade Headquarters. Parade headquarters shall be established at a location close to the reviewand stand
- 15:5.4 Parking Restrictions, Before the parade takes place, the Commanding Officer of the Traffic Division shall notify the Bureau of Traffic and Sixnals to cause "No Parking" signs to be posted in the eres affected by the movements of the parade
- 15:5.5 Removal of Vehicles, The Commanding Officer of the Emergency Bureau shall make towing trucks available for the removal of unattended vebucks which are parked in violation whether in the route of the formation, or whether in the dismissal areas, or along the narade route itself
- 15:5.6 Parade Sectors. The entire area affected by the parade shall be divided into sectors with each precipct commander placed in charge of one of them unless otherwise ordered
- 15:5.7 Responsibilities of Section Commanders. Each sectional commander shall be responsible for
- (1) Preventing unscheduled maneuvers and exhibitions so that large gaps between narade contingents are avoided and for exerting all efforts for otherwise keeping the parade moving.
- (2) Expediting the movement of pedestrian and vehicular traffic across the parade route during breaks in the parade
- (3) Preventing spectators from overcrowding the sidewalks along the parade route. A passageway for pedestrians shall be kent open along the sidewalks.
- (4) Remaining alert for the occurrence of fire and other emergency by formulating plans
- (a) To halt the progression of the parade one block from the scene of the emergency (b) To clear the stricken area a distance of one
- block in all directions. (c) To report developments to parade head-
- quarters. (d) To arrange for resumption of the parade as
- 15:5.8 Reporting for Parade Duty, Police officers assigned to parade duty shall report at the time and place designated, neat and clean in the uniform of

neutral. They shall exercise restraint and patience in

all matters, but they shall resort to prompt and direct

soon as conditions permit

the day, carrying full equipment.

- 15:5.9 Knowledge of Parade Order, Police Officers assigned to parade duty shall become familiar with the contents of the parade order noting the special measures taken to arrange for establishing asternate traffic and hus mutes. Any such change shall be courteously explained to inquiring citizens
- 15:5.10 Knowledge of Alarm Box Locations along Parade Route, Upon being posted along the parade route, po ice officers shail ascertain the locations of the nearest telephone, the nearest fire alarm hox and the nearest police signal box.
- 15:5.11 Facing Spectators. As a general rule, police officers posted along the parade route shall face the spectators, unless a written or verbal order directs them to do otherwise
- 15:5.12 Saluting the Colors. When the National Anthem is played or when facing the passing of the National Colors, police officers shall tender the regulation saute unless they are preoccupied with other notice duty
- 15:5.13 Parade Duties and Responsibilities, When assigned to parade duty police officers
- (1) Shall keen spectators out of the roadway along the parade route and at intersecting streets
 - (2) Shall prevent spectators from standing near sidewalk openings, store windows or other hazardous places.
 - (3) Shall prevent spectators from climbing on structures, trees, poles, newsstands, fire escapes, or from standing on barrels, boxes or other portable objects.
- (4) Shall be on the alert so as to annrehend peddlers unauthorized to sell, pickpockets, purse snatchers, degenerates and persons who are otherwise disorderly.
- (5) Shall not permit unauthorized persons on foot or who are operating vehicles from joining in the line of march, and shall cooperate with parade officials in removing from the parade, any banner, any sign, or other implement of an offensive, objectionable or a derogatory nature.
- (6) At the termination of the parade shall not permit persons or vehicles to assemble in the rear of the columns of paraders.
- (7) Shall remain at the assumment until they are properly relieved or otherwise detailed, or until they have been ordered back to their regular duties.

15-6 STRIKES

15:6.1 General Duties of Police. The general duties action after their warnings have failed or after rough of the Police Department in connection with labor tactics are employed by either faction. disputes and industrial disorders are the protection of life, property and the rights of all citizens, and the

15:6.2 Responsibility of Area Commander, When preservation of order. Police officers shall remain notified of an impending strike or a labor dispute, the commanding officer of the precinct or area in which the strike or dispute is to occur, shall cause an

ing the movet lines.

investigation to be made. He shall describe the results of this investigation on a copy of form DPI. 1032 which shall be submitted to the Commanding Officer of the Patro. Division. Another copy of this form shall be forwarded through channels to the Intelligence Unit

- 15:6.3 Policing a Strike. The precinct or area commander shall, when necessary, order the immediate assignment of soffic end personne, to police a strike situation. If policing is not required, the strike location shall be made a lookout.
- 15:6.4 Precautions Against a Serious Strike. When a strike of potential seriousness or long duration threatens, the precinct commander shall cause a survey to be made and a map prepared showing the following.
- (1) Entrances and exits to the area, accompanied by the names and widths of the streets concerned.
- (2) Vacuut spaces or areaways between the
 - (3) Location of vacant fields and parking areas.
- (4) Proximity of labor field headquarters, if any are to be established.
- (5) Extent and location of illumination at night.
- 15:6.5 Information to Labor and Management, Labor and management representatives shall be alerted by precupet commanders to the following
- (1) The law shall be enforced with strict impartiality.

regulations.

- (2) Unlawful conditions or acts leading to disorder shall be prevented.
 - (3) Force or violence shall not be tolerated.
- (4) The right of the public to use the streets and adewalks shall be protected.
- (5) All parties to the dispute shall refrain from using language or from using a manner of address that is offensive to public decency or which may provoke violence.
- (6) The employment of professional things, bullies and agriators shall not be permitted.
 (7) Police officers shall prevent the gathering of
- crowds that tend to intimidate or hinder passage in and out of the area.
- (8) Police officers shall not permit parking on the streets, in alleys or on the highways where picket lines are in operation.
 - (9) Police officers shall restrain pickets from using

loud, offensive or profane language or from making unnecessary noise.

- (10) Police officers shall restrain persons who are under the afficence of intoxicating honor from non-
- (11) Police officers shall advise private or company guards to confine their police work to the area within the limits of the private property to which they are assigned, unless they are summoned by the police for assistance on the streets and addwalks.
- (12) Police officers shall not permit mass picketing which interferes with the rights of persons to use the sidewalks and streets.
- (13) Police officers shall protect the rights of
- striking employees to conduct orderly picketing.

 1516.6 Uniforms and Equipment, Polsec officers detailed to strike duty shall weer the uniform of the day and shall report fully equipped. They shall earry nightisticks only when ordered to do so.
- 15:6.7 Use of Nightsticks. Nightsticks shall be made available at a designated spot but shall not be exhibited unless there is evidence of violence.
- 15:6.8 Neutrality. Police officers shall not place themselves under obligation to either party involved during a strike. Police officers shall not accept offerings or inducements from either party.
- 15 6.9 Dementor, Police officers assigned to strike duty shall be diplomatic in the discharge of their dutes, and shall aword any undue display of ponce authorsy. It is not a breach of either for the plot to speak to participants connected with either side. All police officers, however, shall refrain from enering into arguments or from the passing of unnecessary remarks.
- 15:6.10 Strike Responsibility. Responsibility at strikes is outlined as follows:
- Police officers shall remain at their posts, spaced at intervais, along the picket line. They shall not gather in groups.
- (2) Police officers shall be watchful for any violation at law particularly assault and battery and also other unlawful interference with the rights of persons and their property
- (3) Police officers shall attempt to prevent physical contact that is unlawful or violent.
- (4) Police officers shall not permit street meetings unless permission has been granted by the Chief of Police.
- (5) Police officers shall restrain pockets from trespassing on private property unless they have been given permission to do so by the owner concerned.

15:7 SUICIDES

Police officers first on the scene where a person is shall immediately so notify the desk officer or the threatening to jump from a building or other structure dispatcher and request assistance.

- 15:7.1 Responsibility of Superior Officer or Dispatients. The deak officer or depatcher shall immediately cause the dispatch of the emergency squad with life net and whatever additional personnel or equipment is accessively to at appearance the review opequipment in accessively to at appearance the review option of the employment of the personnel of the perturbation of the personnel of a personnel or and and the complement of the min for effect its negative and and the complement of the min for effect its negative than the per-
- 15:7.2 Responsibility of Police Officers. Pending the arrival of the life net, emergency squad personnel and any other additional assistance, the police officers
- at the scene shall:

 (1) Remain calm so as not to excite the person

who is threatening to sump.

(2) Use every means possible to dissuade and pre-

- vegt the person from sumpage.
- (3) Seek the assistance of his friends, relatives or clergyman.
 - (4) If possible, confine the person to a location where the life net can be set up to advantage and prevent his jumping from another spot.
 - (5) When the person is on a ledge or roof of a building, try to confine him to the side of the building which presents the best opportunity for setting up the net.
 - 15:7.3 Removal for Moutal Observation. When a suicidal jump has been averted and the person is taken into custody, police officers shall arrange for his removal to the hospital for mental observation.

CHAPTER 16

ELECTION DUTIES

16:1 RESPONSIBILITY OF DESK LIEUTENANT

Desk lieutenants, before senoing patrolines to duty. Desk lieutenants shall also arrange for meal and votat polling places shall instruct them on election duties, ing time relief for these patrolmen.

16:2 RESPONSIBILITY OF CAPTAINS, LIEUTENANTS AND SERGEANTS

Captains, lieutenants and sergeants shall frequently that patrolmen assigned are properly performing want the polline places under their charge to insure their duty 16:3 RESPONSIBILITY OF PATROLMEN

When police officers are detailed to duty at poling places, they shall not engage in political arguments nor shall they interfere in any way unless they are called upon to perform a police service. They shall preserve the peace, require that an unobstructed passage is kept open to the voting machines, and under the direction of the board enforce the election laws. They shall make certain that all who are cotitled to vote be given the opportunity to do so. Patrolmen shall also bear in mind that only a supenor officer can excuse them from duty at a poding place or from duty at any other assignment

16:3.1 Voters in Line at Closing Time. Voters in line at closing time shall be allowed to vote Police officers assigned to duty at the polling places shall station themselves at the end of the line at the time set for the closing of the poli and shall prevent anyone else from enterme this line.

16:3,2 Electioneering Restriction. Electioneering or the display of election posters, cards or signs is prolubited within one hundred feet of the entrance door or doorway of either side, or to the front of any

building within which is located a polling place.

16:3.3 Noontime Election Report, Police officers stationed at polling places shat, at noontime telephone their precinct stations announcing the number of yotes cast, according to the wards and districts

16:3.4 Uniform Requirement. When stationed at polling places, police officers shall wear their full uniform at all times and shall refrain from smoking, and allow no other person to smoke within the polling агея.

16:3.5 Tallying of the Votes. At the completion of the casting of votes, st shall be the duty of the police officer assigned to the polling place, to see that the members of the Election Board are not interfered with while the tallying of votes is in progress.

16:3.6 Pickup of the Voting Machines. Pol.ce officers assigned to polling places containing voting machines which are to be picked up on election night shall remain with and protect those machines until such time as they are nicked up by those persons designated by the Commissioner of Elections to do so.

16:4 RESPONSIBILITY OF ELECTION JUDGES

Judges of Election shall have full charge of the polling places and possess full authority to maintain order and to enforce obedience to their lawful commands during an election and during the counting of votes. If any person shall refuse to obey their lawful commands, or by disorderly conduct in their presence or hearing, interrupt or disturb their proceedings,

Judges of Elections may order the arrest of such person. Police officers stationed at polling places are subject to the lawful orders of the Judges. Police officers do not have the right to eject persons lawfully therein from polling places during the counting of

16:5 JUDGES THE CUSTODIANS OF VOTING MACHINES

voting machines and should any attempt be made to the duty of all police officers present to render all carry away, to damage or to destroy the machines assistance in their power to these Judges.

The Judges of Election are the custodians of the during the polling or counting of votes, it shall be

CHAPTER 17

LICENSES AND PERMITS

17:1 PURPOSES OF LICENSING

Licensing regulations have been established for many purposes, including the prevention of crime, the maintenance of order, and the regulation and control of businesses and professions.

17:1.1 Application. Applications for licenses and permits in businesses and in occupations requiring such control shall be made to the agency having jurisdiction for the issuance of such Leense or permit, excent as may be otherwise noted.

17:1.2 Indudiction. Designated city agencies shall have unadiction for governing the issuance of licenses and permits for the operation of many businesses and for the pursuit of certain occupations. In many instances the investigation of applications and the exercise of supervision over the business or occurration is vested in the Issuing agency. In other eases the responsibility for investigating applications is vested in the Police Department

17:2 LICENSE AND PERMIT ISSUANCE BY POLICE CHIEF

The Office of the Chief of Police shall have responsibility for issuance of licenses and permits, as follows Authority

- (1) Canvasser and Solicitor Permits ..., C.O. 8.30
- (2) Concealed Weapons Permits .. NJS-2A:151-44
- (4) Distributors-Advertising MatterC.O. 8.22
 - (5) Firearms Purchase Permit ... NJS-2A, 151-36 (6) Press Cards
- (7) Special Events (8) Sound Permits
 - (9) Tag Days

17:3 LICENSE AND PERMIT ISSUANCE BY OTHER AGENCIES SUBJECT TO INVESTIGATION BY POLICE

17:3.1 Alcoholic Beverage Control. This City agency is responsible for the assuance of licenses, transfers, and renewals of plenary retail consumption, distribution, and club establishments under su-

thorsty of New Jersey Statutes 33:1-12. 17:3.2 Bureau of Dog Control. This City agency is responsible for the issuance of Dog Kennel licenses

under authority of City Ordinance 4 22. 17:3.3 Office of the City Clerk. This City agency is responsible for the assuance of licenses for Bingo and Ruffles under authority of New Jersey Statute 5.8-52 and for Constable ficensing, under authority

17:3.4 Division of Licenses. This City agency is responsible for the issuance and the control of permits and beenses for a variety of activities, including

- (1) Automatic Amusement Devices.
- (2) Amusement Parlors.

of New Jersey Statute 40,41-34

- (3) Auctioneering.
- (4) Billiard Rooms.
- (5) Bowling Alleys, (6) Dance Halls.
- (7) Florists.
- (8) Itinerant Vendors.
- (9) Junk Shop Keepers (10) Phrenologists.
- (11) Professional Boxing and Wrestling.
- (12) Roller Skating Rinks. (13) Shooting Galleries.
- (14) Shows and Exhibitions.
- (15) Transsent Merchants. (16) Restaurants

17:4 LICENSE AND PERMIT ISSUANCE BY OTHER AGENCIES NOT SUBJECT TO INVESTIGATION BY THE POLICE DEPARTMENT

Many beenses and permits other than those enu- are issued by City agencies and do not entail police merated in the preceding sections and paragraphs agreestigative responsibility.

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17:5 DEPARTMENT INVESTIGATIVE RESPONSIBILITY

In designated businesses, in enterprises, and in oc-	(7)	Billiard and Pool Room .	C
spatic s controlled by I cense, by permit or other- ise, where the application renewal, or where the	(8)	Bowling Alley	
ansfer is a bject to investigation by the Police De-	(9)	Concealed Weapons Perm	t N.J.S. 2
artment, the responsibility is delegated as follows.			

17:5.1 Investigation Division

	Authority
Automatic Amusement Device Distributor	
17 5.2 Bureau of Special As	sigoments
	Authority
(1) Special Police	. N.J.S. 40 47-19
(2) Taxicabs	CO. 31
(a) Driver (b) Owner	(c) Starter (d) Transfer
17:5.3 Patrol Division	
Plainclothesmen-License 1	nvestigators Authority
(1) Automatic Amusement	Device and

	Transfer		.0. 6.4	21 and C-C	1. 6 241	- 1
2)	Amusement	Parlor		CO	8 243A	,
31	Auctioneer				8 103	

- (4) Auction Business CO 8 103 (5) Auction Sale of Jewelry C.O. 8.127
- (6) Alcoholic Beverages (Consumption-Distribution-Club Special) (Social Permit-License Renewal and Transfer)

- 0 8.163 2.0. 8.163
- 2A.151-44

- (13) Firearms Purchase Permit "N.J.S. 2A 151-35 (14) Florist C.O. 8 148
- (16) Press Card Holders

- (21) Phrenologist CO. 8.154
- (22) Professional Boxing and Wrestling C.O. 8.202 (23) Show and Exhibition CO. 8.192 (Amateur Shows, Circuses, Concerts, Dog
- and Cat Shows, Model Train Exhibitions, Motion Picture House Theaters, Stage Shows, Roller Skating Derbies).
- (24) Transient Merchant-

17:6 FINGERPRINTING FOR CERTAIN OCCUPATIONS

Applicants must be fingerprinted to engage in any the Police Department has investigative responsibility. of the business, occupations or enterprises for which

17:7 THE INVESTIGATION OF THE APPLICANTS Police officers shall investigate the applicant's

police record, his character and habits, and the statements he gives in his application. The commanding officer having surisdiction, shall require that the investigation be conducted as expeditiously as possible and shall cause the results to be forwarded through channels. 17:7.1 Grounds for Disapproval. The commanding

officer shall recommend the disapproval of an application:

- (1) When the applicant has been convicted of a crime.
- (2) When the applicant makes a false statement in the application or. (3) When the issuance of such license can be con-
- sidered systifiably objectionable for any reason.

17:7.2 Police Officers Observing Violations, When police officers observe any violations of the conditions under which any acense or permit is granted, or when they observe a person engaged in any business, occupation, of enterprise requiring a license or permit without having secured one, they shall take action

as fo.lows (1) If the circumstances warrant an arrest, then they shall take that course of action.

(2) If the circumstances do not warrant an arrest, they shall submit a report to their command. In turn, the command shall forward this report through channels to the issuing agency for whatever action th's agency decides to take

17:7.3 Arrest of Licensee, When police officers make any arrest, and the arrestee is the holder of any beense or permit issued by a City agency, the cir-

cumstances of the arrest shall be forwarded through rest occurs in any licensed prentises and there is cause tion it deems necessary.

17:7.4 Arrest in a Licensed Premises. When an ar-

channels to the issuing agency for whatever disposi- to be seve that collusion exists between the arrest and the licensed premises, the facts shall be forwarded, through channels, to the issuing agency for whatever

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CHAPTER 18

UNIFORMS AND EQUIPMENT

18:1 UNIFORM AND EQUIPMENT REGULATIONS

- Police officers and certain civilian employees of the Police Department shall wear uniforms and use the equipment prescribed for their rank and assigned duty as set forth in Department Rules and Regulabons, and in Procedures and Orders. Linforms and equipment shall be inspected as is directed in the General Order 'Basic Uniform Regulations" Commanding officers shall inspect new items of uniform or equipment parts before they may be worn or used. Inspecting officers shall reject any item of uniform or equipment that does not conform to Department specifications.
- 18:1.1 Responsibility for Use and Care. Police officers and certain civilian employees shall be responsible for the use as authorized and the proper care of their uniform and equipment
- 18:1.2 Reporting Lost, Damaged and Unserviceable Equipment. Any police officer who loses or damages his badge, cap wreath, official police revolver or any other stem of City issued equipment shall immediately apprise his commanding officer of the facts by the submission of a detailed "Administrative Report." The commanding officer shall then cause an investigation to be made relative to the loss or damage. After reviewing the results of the investigation, the commanding officer shall recommend whether or not charges are to be preferred.
- 18:1,2-1 Equipment Issued by the City, Police officers shall also be required to execute a receipt when any equipment has been issued to them by the Police Department City assued equipment shall remain the property of the Department and shall be returned upon their separation or suspension from the Department
- 18:1.2-2 Care of Property. Police officers shall be responsible for the care of fixed or movable Department properly that has been assigned to their use or 18:1.2-3 Negligent Loss or Damage of City Issued
- Equipment. Each police officer shall be required to pay the cost of repairs for negligent damage to or cost of replacement for the negligent loss of the official police revolver, budge, cap wreath or of any other item of City issued equipment
- 18.1.3 Items Supplied by the City. Regulation items supplied by the City to police officers entering the police service are enumerated as follows.
 - (1) Badge (2) Can wreath
 - (3) Identification Card (Laminated)
 - (4) Police Revolver (5) Signal Box Key

- (6) Ammunition
- Summone Book
- (8) Newerk Police Dept. Law Manual (9) Newark Police Dept. Rules & Regulations
- (10) Riot Helmet (With L.D. Serial Number Affixed (11) Training Keys
- (12) Name Tag
- (13) Name Tag Holder (Black Leather,
- 18:1.4 Items Issued to Traffic Division Officers Police Officers assigned to the Traffic Division Shall receive the regulation:
- (1) Safety helmets to al. motorcycle officers (2) Straw Sheriff Campaign style buts and
 - winter Northwest Mountie caps to all mounted members.
 - (3) Jeep and Wrecker personnel shall receive:
 - (a) Safety shoes (b) Mack naw Jacket
 - (c) Lightweight Jacket
 - (d) Dungarees
 - (e) Work shirts (long & short sleeve) (f) Work gloves
- (g) Cops (Baseball type) 18:1.5 Items Issued to Emergency Bureau Officers
- Police Officers assigned to the Emergency Bureau shall receive:
 - (1) Safety shoes
 - (2) Mack, naw Jacket
- (3) Lightweight Jacket (4) Dungarees (Police Officers)
- (5) Chino Trousers (Superior Officers)
 - (6) Nork Shirts (Long & short sleeve) (7) Work gloves
- (8) Caps (Baseball type)
- 18: 1.6 Equipment Purchased by Police Officer Police Officers shall purchase at their own
- expense all items of equipment not supplied by the city, enumerated as follows (1) Whistle (Traff.c Style)
 - (2) Fashlight (3) Iron Claw or handcuffs
 - (4) Blackjack or billy
 - (5) Dependable watch (6) Pencil and ballpoint pen
 - (?) Foul weather genr for inclement weather (8) Nightstick or baton
- (9) Holster and extra atomo carrier (10) Nightstick ring for bolt
- (11) Shoulder support strap and safety Break-away clip (Motorcycle Officers
- only).

- 18:1.6-1 Equipment Required for Use.
 Police Officers in surform and on duty shall carry
 or have readily available for use, all the articles
 listed under 18:1.6.
- 18:1.7 The Nightatick or Baton. The nightstrck or baton shall be made of sound locust or other durable wood and shall be twenty-two inches in length and on and three-eights inches in diam-
- 18: 1.7-1 Nightsticks carried on Night Foot Patrol Sergeants and Pol.ce Officers when ass-
- 18: 1.7-2 Nightsticks in Possession on Mobile Patrol. Sergeants and Police Officers when assigned to mobile or mounted patrol (including motorcycles) shall have a nightstick in their possession available for use.
- 1 18: 1.7-3 Nightsticks for other Duty Police Officers shall also carry nightsticks during assiignments other than patrol when conditions warrant or when so ordered
- 18: 1.8 The Billy or Blackjack. At all times when on duty, Police Officers shall carry the billy or blackjack, readily available for use in an emergency.
- 18: 1.9 Nippers, Handcuffs or Iron Claw Patter Officers may use handcuffs, nippers, or the iron claw on a prisoner to prevent him from escaping or from injuring others, or on a mentally ill person to restrain him from injuring himself or others.
- 18. 1.9-1 Use on Juveniles and Women, Police Officers may apply restraining devices on Juveniles and women only where absolutely accessary.
- 18: 1.9-2 Caution Against Excessive Tightening of Iron Claw. Police Officers shall gaind against undue tightening of the iron claw. They shall not restrain a prisoner in excess of the amount of force necessary to prevent escape.
- 18: 1.10 Keys for Department Handcuffs. When Police Officers apply department Handcuffs, two keys must always be available.
 - (1) One key retained with cuffs, (2) One key left at either the district desk
- or at the office of the unit commander Each officer, prior to using handcuffs, shall be certain that the key to open them is readily avail-
- 18 1.11 Use of the Traffic Whistle. Police Officers shall use the Traffic Whistle to summon ass-
- 18: 2.1 Police Officers Police Officers shall purchase items of the regular uniform to comply with the General Order entitled "Basic Uniform Regulations."

- istance and/or to direct traffic. All uniformed Police Officers shall have a traffic whistle in their possession.
- 18 1.12 Inclement Weather Garments Police Officers shall equip themselves with heavy duty footwear and inclement weather gaments as follows
 - (1) A regulation rangeaut with badge holder, (2) A regulation can cover with provision for
 - visable display of the official cap wreath;
 (3) Black numbers or subber boots.
- 18: 1.12—I Ranceas & Cap Cover Material.

 Police Offices who enter the department after
 January 1, 1975, and police offices who replace
 existing foul weather goes after that date, will
 equip the mac ves with a ri-lon type revers ble.
 Taxy bles on one side with figuresecter orange no
 the other side, with cap cover to match 'dembers
 who purchase foul weather greep ripor to that date
 will be allowed to wear black heavy duty rain costs
 and cap covers.
- 18: 1.13 The Badge, Name Tag, Iloder, Cap wreath and oliter useguar, Parus Officers shai, were only the budge and sume tag, properly affixed to the holder, say weath, mangar, and emblems on the outer part of their police uniforms that are presented for than expective mans. Police Officers and department waved hows and ribbons as directed in General Order 63–24.
- 18.1.14 Carrying Badge and Identification Card Off Daty. Police Officers wearing civilina clothing shall carry the official badge and identification are on their person at all times in such a menner as to permit ready display when required.
- 18: 1.15 Availability of Prescribed Equipment. Police Officers shall carry or have available when needed, all of the items prescribed for their rank, position or assigned duty.
- 18: 1.16 Ms.atenance of Equipment, Police
 Officers shall maintain all items of equipment in a
 serviceable condition and shall make replacements
 when the need arises, or when ordered to do so by
 their commanding officer.

 18: 1.17 Use of Approved Bolster Only, Police
- Officers, in mattern or in civilian clothes, on day or off dily, shall carry their service or approved off duty weapon in a holster which has been approved for use by the Police Director Approved holsters actived the "Andley." (Safety clip type) holster, "Breakfront" type holster, or "Stead Type", holster, which problints pulling of weapon without ussnapping a strep.

18:2 PURCHASE OF REGULATION UNIFORM

18:2.2 Civilian Employees, Certoin Civilian employees required to war a uniform shall purchase items of their regulation uniform to comply with the General Order entitled "Basic Uniform Reg-wistions."

CHAPTER 19

DEATH BY CRIMINAL VIOLENCE, CASUALTY AND SUICIDE

19.1 PROTECTING THE CRIME SCENE The police officer first to arrive at a crome shall take the necessary steps to splate the area. He shall

tender assistance to the injured and shall safecuard be responsible for prevenung any removal, destructhe crime scene. The crime scene shall be preserved tion, rearrangement or concea ment of physical in its natural state, and the first officer to arrive shall evidence. 19:2 DEFINING THE CRIME SCENE

The crime scene is defined as the place and surroundings where the offense was committed, or as the place where the body or evidence of a crime is found. In hom cide cases or in other cases where the erime was committed at one location and the body or evidence moved to another, both locations or all pertinent locations are to be considered part of the crime scene.

19-2.1 Crime Scene. Police officers shall protect the crime scene, such as the adjacent approaches and the areas of escape. Printed signs, ropes, barricades or other necessary restraints shall be utilized to insure effective protection, if available.

19 2.2 Crime Scene Photography and Fingerprintles. Pouce officers shall protect crime scenes against intrusion by all unauthorized persons. They shall make certain that nothing is touched, removed or disturbed until the Medical Examiner or his representative has completed the required examination. and the investigating officers have completed their search for clues, and there is no further need to safeguard the area.

19:2.3 Finding a Dead Body. A police officer shall notify the desk lieuterant in charge of an area where a body is found, and he shall also notify the radio dispatcher when (1) He finds, or is directed to, a dead buman body,

or a presumably dead human body, in a public place whether a crume is apparent or not (2) He finds, or is directed to, a dead burnar body, or a presumably dead by man body in a private place under circumstances indicating that a crime may have

19.2.4 Police Officer to Make Prompt Notification, A police officer finding a dead body shall notify his command or the desk officer in the area of occurrence, and when necessary he may by the most of fective means available secure the assistance of a private estizen to make the required notification. The police officer finding a dead body shall not leave the scene unattended for even a short period of time

19:2.5 Additional Notification by Detectives. A

desk lieutenant in charge of the Detective Division when finding a dead body

19:2.6 Responsibility of Radio Dispatcher and Area Desk Lieutenant. When politied concerning the finding of a dead body as outlined in the preceding paragraphs, the area desk lieutenant or the radio dispatcher shall:

(1) Notify the desk heutenant of the Detective Div.s on, and

(2) Request that an ambulance with a doctor be sent to the scene

19:2.7 Responsibility of the Detective Division Desk Lieutenant. When notified of the finding of a dead body as out ined in the preceding paragraphs, the lieutenant in charge of the Detective Division

(1) Shall relay the matter to the Hom.cide Squad so that detectives may be assigned to the myest ga-

(2) Shall notify the members of the Homicide Sound on call (3) Shall notify the desk lieutenant in the area of

occurrence. 19 2.8 Notifying the Clergy, Police officers shall notify the proper cleres man in those cases where the religious belief of the dying or dead person can be

19:2.9 Responsibility of Ranking Police Officer in Charge of Homicide Scene The pouce officer in immediate charge of a homicise scene shall extend the fullest cooperation to the Chief Medical Examsper or to the Assistant Medical Examples and to the Presecutor's Detectives, by apprising them of all evidence and class discovered, of the names and addresses of witnesses, and of all progress made toward

it a identification of the dead body 19:2.10 The Cadaver.

determined, if feasible

19:2.10-1 Death Not to Be Assumed, A police member of the Detective Division shall notify the officer shall not determine that a human body is without life even when the body! been mangled, is in an advanced state of decon son, or when decapitation has taken place. In al. ess a physician designated by the City Hospita shall make this determinant.

- 19 2.10-2 Determination of Cause of Death, Death, shall be determined by the Chief Medical Examiner, bis assistants, his representatives or by another known physicians. Physicians and ambulance doctors shall be cautioned when examining a body not to destroy materials, articles objects or any other matter which may be of an evidential nature.
- 19 2.11 Notification to Be Made in Homicide. Notificat on to be made in homicide cases are enumerated as follows
- (1) Police officers shall notify or cause to notify the Records and Identification Bureau Fingerprints shall not be taken of any dead human body, prior to autopsy, without obtaining the coasent of the Chief Medice. Exam per or his assulant.
- (2) Police officers shall notify the Prosecutor's Office as soon as possible
- (3) The Cay Hospital intern or doctor on the ambidance a charged with the responsibility for noisy frage the Chief Mecocal Examiner, or in give circum stances and shi a time print vision to mose the box. In cases where the investigating officer informs the creak between that the circumstances are suspicious and the decite or the intern disagrees, the deck leuternativals, if he concurs with the wivestigating offiteer, relay knowledge of those suspicions to the Chief Medical Examiner at once.
- 19 2.12 Action Guide for First Police Officer at the Scene of a Homicide, The first police officer at the scene of a homicide
- (1) Shall preserve the crime scene and safeguard all evidence
- (2) Shall make notification to his command for investigative aid and for other services required.
 - (3) Shall obtain the facts of the case.
- (4) Shall attempt to learn the identity of the deceased—name, age, address, occupation and nationality (fic shall not move body, enter the pockets or otherwise disturb clothing for any reason)
- (5) Shall attempt to apprehend the suspect, if possible When the suspect has fled, information shall be relayed relained to his identity, his description, and his manner and means of escape, to the Communications Bureau.
 - (6) Shall detain for investigating officers
 - (a) Witnesses of the death
 - (b) Persons identifying the body
- (e) Persons present at the arrival of the officer (d) All other persons who may help to solve the etime

- (7) Shall clear the scene of all persons including relatives, the curious and others, while detain ug those pertinent to the case in another room or at a sate 6.stance from the scene
- (8) Shall keep detained persons separated and instruct them not to discuss the case among themselves
- (9) Shall note all pertinent information in detail so that an accurate report can be made wherever possible concerning
- (a) Time of arrival at the scene and name of per-
- (b) Conditions of the scene upon arrival relative to the position of the body, evidence found the persons present and the identity of the deceased with
- (c) Time of arrival of other units
- (d) Time of arrival of the physician

 (e) Time that death was pronounced, the apparent
 cause of death as stated by the examining physician
- and the estimated length of time (f) Weather conditions
 - (g) Approximate time crame was committed
 - (h) Approximate time body was discovered
 - (1) Name of the person finding the body
 (i) Condition of the body
 - (k) Any visible wounds
 - (1) Any jewelry, watches, rings
- (m) Other perment information 19:2.13 Authorized Persons. Authorized persons
- are defined as follows
 (1) Police. (Firemen in arson cases)
 - (2) Prosecutor's detectives
 - (2) Presecutor's detectives
 - (3) Physicians, Chief Medical Examiner or Asstants
 - (4) Morgue attendants
 - (5) Laboratory technicians
- (6) Clergymen
 (7) Other law enforcement agencies which have a recognized interest in the specific case.
- (8) Record and Identification personnel assigned to the case
- 192.14 The Press Not Authorized by this Definition. Members of the press are not considered authorized persons by this definition and thail be excluded from the scene. Information which will not hinder or notifity an investigation shall be given to the press by the Communication [Offer of the Detective Division], or by the superior differs in charge of the manader on with the content of the Division Commander.



until properly relieved.

19:3 FIRST SUPERIOR OFFICER AT THE SCENE

The first superior officer to arrive at the scene shall assume responsibility for the proper performance of duty of all police officers at the crime scene

19:3.1 Directing the Investigation. The superior officer shall direct the investigation, assign duties and be held responsible for the progress of the investigation, until such time as the detectives arrive

19.4 HOMICIDE SOUAD MEMBER OR INVESTIGATING OFFICER AT SCENE

Members of the Homicide Squad or the investigating officers assigned shall take over the actual investigation at the scene

19:4.1 Information to Be Noted. The detective or detectives checking the scene shall note

(a) Location of Body, Detectives shall record the exact location of the body with reference to fixed objects at the scene. They shall take and record accurate measurement of distances relative to the directon in which the body is lying, noting the position of the arms, the legs, the head, and the trunk

(b) Condition and Arrangement of Ciothing Descriptions of clothing, head covering and footwear on the body indicating arrangement or disarrange ment, whether wet or dry, whether clean or so led, and presence of visible snots. The color, the material pattern and the maker shall be noted. This shall be recorded to the degree possible in keeping with a superficial examination

to related tasks and by securing services and equip-

ment as required.

(c) Visible Wounds, Visible wounds describing any shape, and discoloration relative to location on the body.

19:3.2 Relinguishing Investigation to Specialists.

The superior officer in charge shall relinque's the in-

vestigative phase to the superior officer or i ie sen

member of the Hom.c.de Squad or to the invo

gating officer upon his arrival. The superior offi-

shall exact him by denloying uniform police officers

(d) Bullet Wounds. Indications of bullet wounds, and whether burning or tattooing (powder residue) is apparent either on a part of the body, the parts exnosed or on the cotting.

(e) Presence or Absence of Weapons. Presence or absence with relation to the body of any weapon, bullet, cartridge, cartridge case, posson or other ooject, instrument or tool which might indicate the

(f) Distinctive Marks. Description of all scars, injuries, wounds, dirt, blood and other distinctive nersonal marks of identification, as well as condition of the eyes and mouth, whether open or closed, c.esn or dirty, together with the expression on the face, and the condition of the hands whether clean, dirty, or stained

19:5 REMOVAL OF THE BODY AND EVIDENCE

Police officers shall not disturb the body nor per- Chief Medical Examiner or his assistant Responsimst articles of evidence to be moved except in obedi- busty for removal of evidence from the scene shall ence to the order of a superior officer, the members be restricted to the Homicide Squad or to the detecof the Homicide Squad, or at the direction of the tives assigned to the investigation.

19:6 WITNESSING SEARCH OF PERSONAL EFFECTS AT MORGUE

A detective shall when necessary report to the ing of the deceased, by a morgue attendant so that morgan after the body has been removed from the anything of a possible evidential nature may be un-

scene, and there witness the examination of the cloth- covered.

19:7 DETECTIVE AT AUTOPSY

A member of the Homicide Squad shall be present records. when an autopsy is to be performed to obtain information concerning the cause of death and to determone the type, the location, the number of wounds and the type of instrument used. He shall obtain in formation concerning the identity of the body and when this identity has been verified, give the information to the Chief Medical Examiner for his soon as possible after the autopsy

After obtaining permission from the Chief Medical Examiner or the Prosecutor, he shall tag and package the decedent's ciothes and remove them together with the executed forms to the Pouce Laboratory, or other facilities so that the clothing may be analyzed as

19:8 SECURING THE SCENE

After the body of the decedent is removed and the police lock until a survey has been made by County investigation of the scene has been completed, the authorities. In cases where Essex County authorities Homseide detective or other detective completing the do not make surveys, the Homseide detective shall, scene investigation shall secure the premises with a if necessary, make such survey

19:9 HANDLING AND MARKING OF WEAPONS AND EVIDENCE

In homecide investigations, police officers shall exercise extreme care in the handling and marking of evidence which may be uncovered.

19-9.1 Preserving Fingerprints. Police officers shall exercise care so as not to obliterate possible latent fingerprints when recovering weapons.

19:9.2 Preventing Discharge of Weapon. When police officers recover frearms, particularly automatic loading weapons and automatic firearms, they shall handle the weapon with precaution so as to prevent secularital discharge.

19:9.3 Photographing and Fingerprinting, Assigned personnel shall photograph the weapon and check for fingerprints, if possible, at the point of the discovery

19:9.4 Removal of Hand Weapons. When removing a hand weapon, police officers shall place a pencil through the tragger guard and Ist, They shall not place a pencil or like object into the barrel to pick up the weapon.

19:9.5 Lifting a Rifle. When lifting a rifle or shotgun, police officers shall place a string or rope through the trigger guard and form a sling by tying the other end at a noint near the front's shit.

19:9.6 Tagging and Marking Weapons before Removal. Homende Squad members or other assigned detectives shall be and mark weapons for identification before removing them from the scene. If the perpetrator is apprehended, then the Homende detective shall cause that person to make an identification mark.

199.7 Preserving Fleezens as Found. When recovering fleezens, police of even shall preserve weapons as when found, and they shall not deshodge bourn powder or alter the poets on of the exhaust or emagazing. They shall not remove fleet they shall all prevent get or dust free getting, not the barrel and shall not actuate the mechanism of revolvers, guitols, rules or other fleezens.

19-9.8 Cartridge and Cartridge Shell Marking. The Homeode detective or the askaped investigating officer shall mark all recovered cartridges and cartridge cases. If the perpetrator has been apprehended, he shall make this identification, if possible

19.9.9 Marking Signs and Bullets. Police officers shall not make high and bullets on their opinion surfaces. Marximp on the cylonforcal unclass after many on the cylonforcal unclass states after many of the cylonforcal unclass states of the cylonforcal their states of the cylonforcal cost the same preferable when more than one cylonforcal cost of the same appreciable when more than one cylonforcal cost of the cylonforcal states of the cylonforcal cost of the cylonforcal cylonforcal

19:9.10 Carrying of Slugs and Bullets, Police officers shall place each slug and each bullet in a separate container Police officers shall not allow them to strike against one another before they are so separated in order that identifying marks be preserved.

199-11 Marking Fired or Londed Cartridge Cases and Power officers shall not mark cartridge cases and empty shells on the base. Instead, they shall scratch identifying markings on the outside wall. When more than one is recovered, power officers shall so designate, no order to estabath where each was found. If the perpetiator has been apprehended, he shall make this scentification, if postable.

199-12 Marking of Revolvers, Pistols and Other Hand Gents. Police officers shall mark revolvers, automake pastols or hand gurs on the frame on the use of the barrel or on another part that cannot be read by removed. They shall not mark the stock stock stock and the stock stock port can be metrichanged. They shall mark automate the stock stock on the part of the part and on the frame become cannot be interchanged.

19-9.12-1 Marking of Exhibits. The following are exhibits for marking weapons and ammunition which police officers should follow as closely as possible.

MARKING AMMUNITION RECOVERED IN WEAPONS

(1) Revolvers

FACING REAR OF CYLINDER
Appearance of cylinder Diagram to be made by officer



as recovered



Scratch arrow on rear face of cylinder to indicate the chamber position under hammer (in the with barrel) when recovered. Then prepare diagram numbering in clockwise direction the certaining chambers, ue. 2, 3, 4, 5, 6, etc.

FIRED CARTE DOC CACES

MISTER

LOADED CARTE DOC CACES

SEPApple

April

Mark leaded and fired cartridge cases with initials, date, and numbers to correspond with n_{ν} mbered chambers in diagram.

L	Mark of Edont-lication	Chamber Pesition	Condition	Maker
П	CW/1	/1	Fired	Paters Cartridge Co.
П	CW/2	12	Fired	Remington Arms Co.
1	CW/3	f9	Fired	Winchester Repeating Arms Co.
П	CW/4	14	Mistire	Western Cartridge Co.
Т	CW/5	/5	Loaded	Wastern Cartridge Co.
1	CW/6	16	Loaded	Peters Cartridge Co.

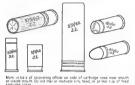
(2) Autoloading Weapons

- Remove magaz ne from autoloading weapons.
- Unload chamber
- Check weapon, magazine, and cartridges for fingerprints.
- Mark magazine and cartridges with in tials, date, and number to indicate cartridge recovered from chamber and position of each cartridge in magazine.

MARKING FIREARMS EXHIBITS FOR PURPOSES OF IDENTIFICATION

For marking, use sor ber, needle, or sharp knife. As mark of identification use two initials of removing no other with date of recovery and, from number, the notices "X" as mark of identification.

(1) Loaded Cartridges & Fired Cartridge Cases



Mark in the sild incovering officer on side of cartridge case near mouth or inside mouth. Do not may or inutiliste rim, head, or primer cup of fixed cartridge cases. For paper shotshels, loaded or fixed—use either link or indel bits pand I to insize be intalled.

(2) Fired Bullets



Mark in tia's of recovering officer in area indicated. Wrap by lets individually in clean cotton

- or tessue paper.

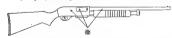
 If more than one builet is recovered, use initials of person recovering and date, and designate.
- Do not may or mut late sides or cylindrical portion containing r ling marks.

(3) Hand arms—Revolvers, Automatic Pistols, Single Shot Pistols



Inconspicuously mark initial of recovering officer with date of recovery on barrel, cylinder, frame, receiver, or magazine as indicated on diagram.

(4) Rifles, Shotguns, Machine guns



Mark initial of recovering officer with date and idem number on barrel, frame, and breechblock, etc., as indicated. Except for the magazine do not mark removable part of stocks, Pither check for fingerprints or suspend weapon by wooden dowed through trugger guard for transmission to Laboratory to be checked for fingerprints. Do not place weapon in plastic bag. See footnote 8, Table 2.

EVIDENCE IN FIREARMS CACES

TABLE NO. 1 POSSIBLE LABORATORY DETERMINATIONS ADMISSIBLE AS EXPERT TESTIMONY FROM EXHIBITS

EXHIBIT	POSSIBLE LABORATORY DETERMINATION	REQUIRED BY LABORATORY
FIRED BULLET	Make. Caliber Type of Firesoms free which each could have been discharged type of propolant used in firing name of maker and maker's designation as to type, caliber, etc.	Fired bullet.
FIRED CARTRIDGE CASE	Make: Caliber Type of Finearts in which each could have been fred, type of propellant used in fung name of maker and maker's designation as to type caliber etc.	F red carhodge case.
TWO OR MORE FIRED BULLETS	te addition to déferenciation possible with a single fired bullet, wholler two or all were fired from the same firezen.	Two or all fired builets.
TWO OR MORE FIRED CARTRIDGE CASES OR SHOT SHELLS	In addition to determination possible with a single certified case, whether Iwa at all west find in the same areans.	Two ar all fined cartridge cases.
FIRED BULLET AND SUSPECTED FIREARM	n addition to determination possible with a steple if of ballet, whether ballet was fired from subjected if cours.	Suspected freach and fined bullet.
FIRED CARTRIDGE CASE AND SUSPECTED FIREARM	In addition to determination possible with a single cartridge case whether cartridge case was fired in suspected freatm.	Suspected firesem and fired carthidge cases.
SUSPECTED FIREARM, AMMUNITION, SCALED PHOTOGRAPH OF POWDER OR SHOT PATTERN AND VICTIM'S CLOTHING.	Approximate distance at which shot was discharged	Suspected finance, accomunition, scaled photograph of powder or shell pattern, and victim's diothing. See feetinoles 2, 3, 6 4.
SHOT PELLETS AND WADS	Size of shot, and gauge designation of arm firing wads.	Shot pellets and/or shot wads.

Fostasies Table 1

- 1 Find beliefs, find contridge costs or excluded which and suspected present and any amountain legalities with enounterlayers' beaut, if presented in enemial presents of the present of the present of the contribution of the present of the pres
- Description inflammation continues are not an experimental inflammation of the continues and the continues are not as a continue of the continues are not as a continues are not as a continue of the continues are n
- Refrequents of proper of view of builds in policies in policies or policies or work? Defy are submitted to the Laboratory individuals may be developed, dualities of guide type and probable manufacturer of fixed buildies; and/or sage of plus policies.
- Money in a specific type of wapper and type of projectives reflecting through and chrough (enhance-run) gun shot allowing it also possible from examination of proper X-rays of the folial text.

TABLE NO. 2 INSTRUCTIONS FOR HANDLING, MARKING, AND SHIPPING FIREARMS EXHIBITS

EXHIBIT	GENERAL INSTRUCTIONS	DESCRIPTIVE RECORD TO BE KEPT BY PERSON RECOVERING (NOTE 1)	RECOMMENDED METHOD OF MARKING FOR IDENTIFICATION	INSTRUCTIONS FOR PACKING FOR SH PMENT TO LABORATORY
FIREARMS	Check for fingerparts: Premive inspection has adviceding wearings to not use to the De roll open for "Rechatum stated its unless". Intellet on first shells at resofer. Path part cots. See fingerm. Say footnote; 4-8.	A record of make modes reper cardon or gauge discretion set and of combest should be wrated by pe soo and agency recovering.	Stratch installs or marks of identification on side of same specially based and special of the net same special or the same same as the proper in part that an ite readily removed or repaired.	Place in beany paper emelons. Forward to abcordary Saw fact- nates 4 and 6.
FIRED BULLETS	Every percentage thould be calor by anyone absolute or merculang vibrate and may vary bo- net must be clean	Assumed raider tooles as to marks all identification Desone- tion of any disasturer features	Scratch whitels on agree mean mass of busines (20 mol user 32 hours leadings at times than one busines to sure minds or person on exercing and disciplate the overeit puties by 8. B or seeing miles as to shorter oil each.	Wap in dean cation is frame page. Place in Jeffold of of bear in jud concern for no gut in interface. Main as con targ spaing aread out. For ward to Jeffold or To To To To 8
FIRED METALLIC CARTRIDGE CASES	Bo not may mortiste sousce or axis head of profit - recovered in collect studies made have been to me report with their drugstation. See daily act, also hostische 3.	Notes as to mark at ide sinharison used Read-day graduo of many. Statch showing suffer position of the state of the state of the showing sinharison and the state of the showing sinharison to table out the state of the showing See Sootesia.	South initials in me kiel rélants huston foas mouth airshell pur- le abtr espée of mouth. Do not ir acht, neik mes in mentale- heid or rear portron et carcridge case.	Raft inthirth, and print pages. Place within hand around duran. Place integrated standards in heaving pages, introduced. Forward to indocutary dea tooteste 5.
FIRED PAPER SHOT SHELLS	Be not may mushate, so anch or out keed of shell Size factoring 3 if from scene.	Notes as to muck of identification used. Shoth phoning regions proteined proteined phoning region of shoth supported entray street, etc. I artified that information to liaberatory. See footnote 3.	With tak or indelible bencel mark mode of mouth of shells using stream of policy governing dis- nationally high, may a warduse brack liquid oil shell.	Eat, individually if paper. Place nulbbe hand a pand po pr. Place wrapped carbridger in heavy pages employs. Execute to individually. See technole 5.
SHOT PELLETS	Bedones as many as possibly. So not multiple to consult	Source and poursen of received gettlets. Record of twentile sent to abbroilery three are making of identification used on seei.	Seaf container marking year with years oil state this about an equil pr on envirage	use per bar Place box in excel- one seeing election industria source all perfers on greencome forward to laborative See foot name 5
SHOT WADS	Recover as many as possible	Source of middingspecial Trans mid strs information to selous long Notes on ma. hs wt (deptyl- cation used)	Using the to industrie people of tribe under all people to covering it has held development. De notices X. Pace or projet upon selling to basinessee to saferatory.	Plans in gaper existing indicate bitg too it of eleviting Formard to laboratory. See feetingto 5.
LOADED SHELLS OR CARTRIDGES	I haded anemakien or had calledge cases see removed in reversionent fermind to about day if removaling makes sharps economic fermind to take economic fermind to take andreg fee for infermination.	Source is where Island Head designation of modes. Notes on thurks of ideas beating used.	Bress cantrodges—Stratch mask of side of time free models Paper shot shells due with an adolative pencer Mack tade of shell. Be not man mubilate or side head of sheet.	Poli individually on page: Plate viables hard around sape: Plate wrapped: qui-ridge: in heavy page: exhalter Francis is laboratory. See feetivale 4.
SHOT OR POWDER PATTERNS	Hon-lotking—send anly clothing to about any that rammans pow- der powder residing to buffer or that pre-feel areas of a sun-dours walls not conjust sphere, tenders and participated the property of the pages.	Description of gas menticonsisting shot in dender palliness. Control of shall be in provide; patterns at on water, door so water, doors or although memberable objects.	Clothing Attach fay to such ethnic of clothing, indicating too ve Mark form, with vist or redelate pencil the indicts of person recessing.	Wap clothing in clean pager Farmard to abocatory See feet- note 5.

Feelmates Table 2

Notes should be waste covering source, their piace, time and valutive position of each but at first recovered. Percepture of method employed to marking for feture purposes at identification.

El Seitor examination of base of first hulled mary kindows type of propellant used, and noss of hope bulled may leveral propell with fabout, songer, glass, etc. care should be exercised to placement of merits of viernit

E. Make shalth of area where shalls recovered, indicating relative pursions or feet and reches from fixed abjects. 4. Postal regulations project shipment of exploses substances through the mints Looked assertation should be singred our appress only.

After wroping as toggetted, exhibit may be formuled by the sphoratory on wessenger pasted post, med, or anythesis Ship or agolf container. Before submitting to caloritary obtain diseases, from the superior officer.

8. Check promon fion boars for Engarports. Enaded or fined cartridge cases may contain plantifiable ratest angesprints. 7. Afwert when't suspected waspor(s) to examination and test firms by the fallocation

II If weapon during with blood or conformation, that air dry, then protect weapon and amenanting for Engagents before starting in paper or plantic beg.

19:9.13 Marking of Rifles and Shotguns, Police readily removed. The stock shall not be marked beofficers shall mark a rifle or a shotgun on the frame, cause it can be interchanged.

the receiver, the barrel, or other part that is not

19:10 TAGGING OF KNIVES

Police officers shall mark, tag, and measure a formation shall be inscribed on the outside of any kmfe before placing it in a proper container and such container before removing it from the scene. Identifying in-

19.11 BLOOD ON KNIFE

Police officers shall not remove blood from knives. tory for examination, accompanied by the properly They shall bring such evidence to the Police Labora- executed forms, as soon as possible,

19:12 BODY TO BE TAGGED

Police officers shall tag the body of the deceased clothing or if without clothes to the ankle or the with information relative to the identity and the time, wrist. Police officers shall complete the tagging bethe date and the location of the occurrence. Police fore the deceased is removed from the scene. officers shall tse the tag to a part of the deceased's

19:13 CONTROL OF EVIDENCE

In order to shorten the chain of evidence, and to ratory and to the court, only designated persons shall establish an uninterrupted continuity of evidence be in control of evidence. that can be traced from the crime scene to the labo-

19:14 OTHER MATERIAL EVIDENCE

Police officers shall use caution and care in the ats prompt delivery to the laboratory or other special handling of all evidential material. They shall be place for analysis. responsible for its preservation, its proper tagging and

19:15 AGGRAVATED ASSAULTS - SERIOUS CASES

The first police officer to arrive on the scene shad information or in extreme cases to obtain a dying treat any serious aggravated assault as he would a declaration. possible homicide.

19:15.2 Detailing Protective Custody, Depending on the circumstances surrounding the assault perpe-19:15.1 Removal of Victim, If the casual has been trated, it may be necessary to detail a detective or removed from the scene to a hospital, a detective police officer to stay with the casual either until he shall be dispatched to obtain the necessary follow-up dies or until such time as he is out of danger.

In all cases of death or serious injury caused by a motor vehicle, police officers shall notify the Hemicide Squad.

19:16.1 Serious Motor Vehicle Cases. In serious cases involving a motor vehicle, the motor vehicle shall be examined by a city mechanic, if practicable, before its remova, from the scene. The lieutenant in charge of the Detective Division shall make certain that this procedure is carried out.

19:16.2 Fatal Cases. In fatal cases involving a motor vehicle, police officers shall seek out, senarate and interview witnesses. They shall gather all pertinent evidence and be guided by the same procedure followed in a homicide case,

19:16.3 Bit and Run Cases, In cases involving hit or badly injured person.

19:17 INDUSTRIAL ACCIDENTS RESULTING IN DEATH

Police officers shall preserve and protect the scene the investigation has been completed by the Homicide as followed in all homicide cases until such time as Squad.

19:16 AUTO MANSLAUGHTER

and run, police officers shall check the scene for the purpose of uncovering glass fragments and other pertinent evidence. They shall measure the tire marks and describe them when practicable.

19:16.4 Suspect Car in Hit and Run Case, An automobile suspected of being involved in a hit and run case shall be carefully examined by the investifraing officer for traces of clothing, flesh, blood, or any other evidence. A member of the Records and Identification Bureau shall dust the car for fingerprints and shall take photographs of the scene,

19:16.5 Notification of Family. At the earliest opportunity the investigating police officer shall notify or cause the notification of the family of the dead

19:17.1 Photographing the Scene. Members of the photographs of the scene to be taken. Homicide Squad or the assigned detective shall cause

19-18 DEATH BY NATURAL CAUSES.

Police officers shall investigate into the circumstances leading to death by apparent patural cause. They shall natery ew neighbors, relatives and others closely concerned to gain information relating to this person's il ness and other attributable e reumstances. They shall also secure the medical opinions of the doctor who prepounced death.

19:18.1 Notifying Family or Relatives. At the eargest opportunity the family or relatives of the deceased shall be located and notified concerning the death and the place to which the hody has been

19:18.2 Unclaimed Bodles, When the body is not claimed, arrangements for burial as an indigent person shall be undertaken and so noted in a supple-

mentary report. 19:18.3 Unidentified Dead, When a decedent is unidentified, the body shall be photographed and fingerprinted by members of the Records and Identification Bureau.

19:19 DEATH BY DROWNING

Police officers shall cause bodies of drowned persons to be brought to shore to await the arrival of the Chief Medical Examiner or his assistant. When either does not respond the "pronouncing" physician shall comply with the instructions set forth by the Methcal Examiner for the removal of the body to a designated morgue.

19:19.1 Policing the Scene, Police officers shall

police the scene of a drowning and gather all available evidence. They shall follow the procedure as in a homicide case.

19:19.2 Javestigation to Be Thorough, Occasionally a drowning, appearing to be a simulated suicide, is actually a criminal homicide. Investigators shall be careful and therough in the initial stages of the investigation so as not to overlook necessary evidence.

19:20 SUICIDE BY HANGING

In hanging cases, police officers shall cut the rope the pattern of the knot. in such a manner so as to preserve and not to destroy

19:21 INVESTIGATING OF SUICIDE The assigned investigator shall attempt to establish

the motive in the investigation of a suicide. Any notes purportedly left by the deceased shall be analyzed and compared with other samples of his handwriting. Police officers shall contact relatives so that arrangements can be made for claiming the body

19:21.1 Protecting Personal Effects. The personal effects of a decedent, if he had been living alone, shall he safeguarded until the rightful claimant is located. In these cases, the premises shall be secured with a police lock

19:21.2 Suicide by Polsoning, Laboratory facilities shall be utilized in cases of sincide by narcoucs, by posoning or by other means. All evidence uncovered in this instance shall be packaged, tagged and transported to the laboratory as soon as possible. demeanor. A citizen who may become aware of any

19:22 LAWS PERTAINING TO DEATHS BY CRIMINAL VIOLENCE.

19:22.1 Municipal Police Required to Notify Chief Medical Examiner, When, in the county, any person shall die as a result of violence, or by casualty or by suicide, or suddenly when in apparent health, or when anattended by a physician, or within twenty-four hours after admission to a hospital or an institution, or in prison, or in a suspicious or unusual manner the Police Department of the municipality in which he died shall immediately notify the Office of the Chief Medical Examiner of the known facts concerp--ng the time, place, manner and circumstances of the death. Source New Jersey Statutes 40 21-66 Laws of 1927 Chapter 106.

19:22,2 Citizens to Report Certain Deaths-Mis-

person who shall have died of criminal violence, or by casualty or suicide, or in any suspicious or unusual manner shall report such death to the Office of the Chief Medical Examiner, or the Police Department of the municipality in which such person died A person (to include any member of the Department) who shall wilfully neglect or retuse to report such death, or who, without an order from the Office of the Chief Medical Examiner, shall wi fully touch, remove, or disturb the body of any such person, or touch, remove or disturb the clothing or any article upon such body, shall be guilty of a misdemeanor, Source: New Jersey Statutes 40 21-75.

19:23 GUIDE FOR PHOTOGRAPHERS AND FINGERPRINT PERSONNEL

Photographer and fingerprint personnel shall be vestigating detectives. guided in their action by the instructions of the in-

19:24 SAFEGUARDING PERSONAL EFFECTS

Police officers shall safeguard those personal effects not evidendal in nature of any dead person until the rightful channate is located. They shall came by faw.

CHAPTER 20

COMMUNICATIONS

20:1 OFFICIAL WRITTEN COMMUNICATIONS

Any written communications containing matters relating to the official bisures of the Dipartment or to a police officer thereor, that I be considered an official communication, and that I be promptly forwarded to its addressed destination through proper examels, unless competent authority directs totherwise. A police officer receiving a communication from a sub-ordinate directed on a higher commands shall endows it indicating his approval, disapproval or merely his acknowledgment.

20:1.1 Use of Department Stationery. All commumeations and reports shall be made upon forms provided especially for that purpose, or in cases for which no specific forms are provided, upon presence or boreau standenery. All such comminications and reports shall when practicable, be forwarded flat or loosely rolled, without creasing or folding.

20:1.2 General Format for Communications. Fol co offices when forwarding communications or reports recurring their signatures shall affix their names in foll sing a conventional of heliport pen. They shall represent their middle name by the first untial in that name They shall transcribe all official communincation in either pen and ink, or typewriten form, and as fir as practicable, shall deal with on your stabilets. Suprime officers shall direct their written teables.

20:1.3 Use of Official Titles. When reference is made in the body of a communication concerning a police officer, for the first time, his rank, title, first name in full with middle initials, his surname and the command to which he is assigned, sha ib used Sabsequently, he can be referred to by rank and surname

10-1.4 Outpoing Communications. All official communications sent out by the Department, unless otherwise ordered, shall be supped by the Chief of otherwise ordered, shall be supped by the Chief of the

20:1.5 Initials of Sender and Typist, All outgoing

official communications that are typewritten shall bear, in the lower off hand corner, both the full in, tals of the person who dictated, and the stenographer who typed such communication.

20:1.6 Rubber Stamped Signatures Prohibited. Poce officers shall under no circumstances use rubber stamps to age official communications. This R is does not apply to the a design supergraphers of disson commanders who may rubber stam by graduates of their commander on copies of orders and notices when they are directed to do so.

20:1.7 Filing and Retaining Official Communications of for a papers received their are required to be kept in any branch of the Departure of value of the case of the second and indexing in accord with the system established by the Department Manual for a control of their control of the second of the system of the second of the system of the second of

20.1.8 Waiting Period for Official Replies. Communications forwarded to presents or to bureaus for official replex and reports forwarded from histocommands shall be answered on or before the susnesse date noted on the communication.

20.1.9 Grammatical Usage and Accuracy. Clerical and grammatical errors and inaccuracies in the transcription of names and addresses in communications and reports shall be carefully avoided. All superior officers signing communications and reports contaminated the communications and reports contaminated for the contamination of the contaminatio

201-10 Conciseness and Ordinary Lee of Lanpurge. Official Departmental correspondence shall be pilan and concise in language Statements shall be made in terms that cannot be misunderstood. Each paragraph shall deal with only one phase of the general subject. Unnecessary introductory or explanatory paragraphs shall be avoided.

20:1.11 Rank, Name and Command. When a police officer is mentioned by name in any communication or order, his grade or rank shall precede the name. His precipet, bureau, or unit designation shall follow his name.

20:1.12 Signature, Rank, and Badge Number. Each police officer shall always sign his full name legibly He shall also neatly fill in his rank, his badge number and the precinct, division, or unit to which he is assigned after affixing his signature to reports, to combiants, or to other official documents of any kind.

20 1 13 Communications through Channels, All communications of any nature shall pass through remar characts (chara of command except where appeal provision has been otherwise made in any case where there is insufficient time for a communication to pass through regular channels, a subsequent report shall be prepared explaining the short-circuring action which shall be transmitted through terular channels.

20:1.14 Communications with the Police Director. Police officers shall be authorized to communicate with the Police Director concerning any matter that they wish to discuse to him. Nothing contained in these Rules and Regulations shall be construed to prevent or antidge this privilege conferred upon a . members of the Department nor shall any police officer attempt to prevent or discourage any such communication

20:1.15 Sociling of Names. The correct spelling of names is of the nimost importance in a Lofficial correspondence, reports, cards or records. Names shall he snelled out in full except when correspondence is directed to a person who chooses to use two given names. In this instance, it will be proper to inscribe one of the given names in full, along with the first initial of the other, i.e., John J. Jones, or J. Joseph lones. If, however, the correspondence refers to a communication received from someone, not a pouce officer, who signs his name by using only initials be-

is a so acceptable for use in official correspondence.

20:1.16 Discrediting Communications, A notice of ficer shall not communicate any information, orally or in writing, discrediting his associates, superior officers, the Police Department itself, the City Council. and the Mayor and his official family. This Rule does not apply, however, when he is bound by the Rules and Regulations to inform his superior officers of any information that is violative of these rules

20:1.17 Department Stationery Restriction, Police officers shall not use Department stationery for their private correspondence

20:1 18 Inter-departmental Correspondence, Police officers shall observe the marein already established on the Amministrative Submission " On this form the soulution. See already inserthed preceives the hody of the report. Police officers shall use the complementary close, "Respectfully submitted," below which shall appear their signature and rank.

20:1.19 Incoming Correspondence, Incoming correspondence shall not be opened by anyone other than the individual addressee, or the person in charge of a denartmental upit, addressee, or other person granted authority to open specific correspondence Up a thorized opening of mail addressed to another constitues a federal offense Incoming corresponde ence, not forwarded through the United States Mails. shall not be opened and/or read by anyone not the addressee unless specific permission has been author zed

20:2 RADIO COMMUNICATIONS 20:2.1 Communications Bureau, Personnel assigned

to the Communications Bureau shall be responsible for

- (1) The prompt receiving and handling of all telephone calls for police service. (2) The accurate recent and transmission of tele-
- type alarms and messages. (3) The clearly enunciated and complete and so-
- enrate transmission of all radio messages (4) The courteous receipt of business calls and
- their expeditious routing. (5) The prompt dispatching of the appropriate
- radio equipped receiving units to calls for police assistance (6) The efficient rendering of assistance to radio
- equipped units seeking record checks, additional information, assistance in effecting a "chase" and etc. (7) The proper use of identifying number by tele-
- phone operators when answering telephone calls 20 2 2 Communications Commander, The com-
- mandine officer of the Communications Bureau shall be charged with the compute supervision over all personnel assigned to this Bureau, and subject at radio equipped units and for dispatching such units

all times to the directions of the chain of command. He shall be responsible for exercising control over all lieutenants, sergeants, complaint officers, telephone and teletype operators, and all others working under his command to determine that their respective duties are performed efficiently.

20:2.3 Visits to Communications Bureau, Visits by citizens or police officers to view the Communications Bureau facilities are forbidden without the express. consent of one of the following:

- (1) The Director
- (2) The Chief
- (3) The Commanding Officer of the Administrative Division
- (4) The superior officer in charge of the Command Post and
- (5) The Commanding Officer of the Communications Bureau.
- 20:2.4 Complaint Officers, Police officers assigned to rad o broadcasting shall be designated complaint officers. Durning his took of duty, the complaint officer is responsible for transmitting all official orders to

10.

to assignments. All orders transmitted in this manner shall have the force of a direct order from the commanding officer of the unit concerned.

20:2.4-1 Special Assignment. Complaint officers shall be police officers especially assigned to radio depatching in the Communications Bureau They shall transmit, al. police alarms, al. messages, and all information accurately, expeditionsws, and concisely. They shall write all messages on proper forms, in the prescribed manner, before they transmit they

20:2.4.2 Familiarity with Federal Cotamunications Commission Rules. Compliant officers shall be familiar with the rules and regulations contained in the "Communications Act," and those drawn up by the Federal Communications Commission. Moreover, they shall be conversant with the functioning of a radio telephone station.

20:2.4-3 Radio Descipline. All police officers using the police radio outher from a radio-outpuped mobile unit or from the facilities located in the Communications Bureau, shall strictly observe regulators for such operations as set forth in Denarimental cortex and by the roles of the Frederal Communications and by the roles of the Frederal Communications by support of the results of the Frederick Communications are strictly forbidden.

20:2.4-4 Broadcasting Demeanor, Complaint officers shall not use profane, obscene or coarse language while broadcasting nor shall they transmit any unnecessary messages.

20.2.4-5 Uniform. Complaint officers shall wear the uniform that is prescribed by the Department

20:2.4-6 Unusual Complaints. Police officers assigned to the Central Complant Desk shall bring to the attention of the Seutenain on duty, any complaint or problem of a difficult or of an unusual nature which they themselves cannot resolve.

20:2.4-7 Supervising Lieutemants to Resolve Diffi-

culies. Leurenants on dws at the Central Communrecations Burea shall be responsible for closely supervixing the Central Complain Desk operarions. They shall take immediate steps to resolve any difficult or unusual complaint or any problem that they themselves haze or observe, or which is brought to their attention by the personnel assigned to the Central Complaint Bureau.

20:2.4-8 Complaint Priority. When it becomes necessary to process incoming complaints on a priority basis the order of priority shall be determined by the nature of the complaint as noted in the Gen-

eral Order entitled "Screening and Disposition of Specific Calls." Complaint officers shall use discretion and good judgment in this regard. If the complaint is very serious the complaint officer may reassign any radio car presently attending to a lesser

20.2.4-9 Information to Cars. Complaint officers shall least sufficient information from the complainabilities of the openit the proper dispatch ago of radio equipped units. They shall relay such information to the assigned units of that the poinc officer or police officers involved may be prepared to properly handle the sall.

2012-4-10 Serious Crimes and Emergeneire. When or receiving each showing to do with serious cranes or emergencies, the complaint officer shall hold the complainant on the texphone after obstrainty the location and nature of the call. After dispatching a unit or units to the scene, he shall gather any additional information that may be useful to the unit or units responsing.

20:2.4-11 Assisting Units in the Field. When a unit in the field requests equipment or other assistance of any nature, the complaint officer shall dispatch the equipment or the assistance required.

20.24.12 Wanted Prisons or Wanted Automobile Registration Alarms. Complaint officers shall be added cast the descriptions of all persons wanted for the commission of a gla interferences when immediate transmission might result in a pro-rpt apprehension. They shall also broad-sat the registration mission and descriptions of all motor vehicles wanted in connection with the prepertation of major crimes.

20.2.4-13 Radio Repairs. Complaint officers when advised that the radio in any unit is out of order shall promptly notify the authorized repair service so that the radio may be repaired or replaced as quickly as possible.

20:2.4-14 Concluding the Message. Complaint officers shall announce the time at the conclusion of each broadcast

20:2.4-15 Test Message. Complaint officers shall broadcast a test message on the hour and on the half-hour announcing the time and the station call-letters.

20:2.4-16 Shift or Relief Change. At the end of his tour of duty, a complaint officer shall personally orient the relieving complaint officer as to the availability status of the radio equipped units, and about any other pertuent matters.

20:3 TELETYPE MESSAGE CLASSIFICATION

Messages dispatched through the teletype system shall be classified as follows:

 An Alarm shall be a message which relates to a circumstance calling for immediate action.

(2) A Departmental Message shall be a message

which concerns and which is brought to the attention of the divisions or umits according to the "Distribution" noted in the footnote of the teletype message.

(3) A Miscellaneous Message shall be a message communicating information or advice to other Police Departments,

20:3.2 Chief Teletype Operator-Police Commuteding Officer Consultation. The Chief Telephone and Teletype Operator shall consult with his command out officer relative to critical matters affecting the operation of the teletype service particularly with regard to the sending of emergency giarms

20.3.3 Care of Teletype Equipment, The Chief. Telephone and Teletype Operator shall be responsible for the proper care and maintenance of the teletype equipment installed in the Teletype Room. All servicing and repair work other than paper and ribbon change shall be effected by the New Jersey Bell Telephone Company

20:3.4 Test Messages. The Chief Telephone and Teletype Operator shall cause three daily transmissions of test messages to all receiving stations at 8 00 A.M., at 4 00 PM and at 12:00 midnight to determine that all coulpment is operating in a satisfactory manner. Po ice officers detailed to remain alert for such test messages shall immediately report any reception failure to the Teletone Office. The deek lieutenant at each of the receiving stations and the Chief Telephone and Teletype Operator at the Communications Bureau shall record the receipt of each

test message in their desk blotter.

20:3.5 Teletype Cancellations, When notified that the objective of a teletype alarm has been satisfied, the Chief Telephone and Teletype Operator shall make certain that a cancellation of such alarm has been transmitted. This cancellation shall also bear the original teletype alarm number

- 20:3.6 Transmission of Messages. Teletype messages shall not be transmitted or cancelled unless
- (1) The transmission of the message or the cancelintion has been authorized or cancelled by a superior officer on form DP1 578.
- (2) The messages or alarms are of an emergency nature requiring immediate action.
- 20:3.7 Reporting Teletype Machine Fallure, Teletype and telephone operators shall report immediately ony receiving machine failure occurring in the teletype room to the Chief Telephone and Teletype Operator Dosk heutenants noting teletype receiving failure shall notify or cause to notify the Chief Telephone and Teletype Operator.
- 20:3.8 Civil Defense Tests. In addition to the regularly scheduled testing of equipment by the Department, the teletype facilities will be used by the Civil Defense to stage alerts and warnings under specific and approved procedures.

20.4 WESTERN UNION TELEGRAMS

A member of the Police Department shall only send a telegram duly authorized by a superior officer or a civilian supervisor, over the name of the Chief of Pouce of Director of Police.

20.4.1 Outgoing Telegrams.

(1) May be telephoned to Western Union.

- (2) Emergency messages may be torwarded in person at 909 Broad Street, Newark N.1, or pv Telephone: Area Code 800-632-2271 out of Morristown, N.J. The message can reach up to fifty (50) locations e.g. Radio Stations, televi-'reign stations, newspapers etc
- At. (3) Telegrams sent in answer to a request for unformation from other law enforcement spencies shall be sent collect, e.g. Record check etc.
- 4 (4) Western Union is to be instructed to bill the City of Nework and to send the bills to the Police Department Business Office, City, Hade count 14779 44 Fins Newatk, N.J.

. . . . It was belon .

20:4.2 Incoming Telegrams (1) Western Union will Contact the Newark Police Department by telephone whenever they have nave a message for this department.

- (2) The person to whom the message is directed may request delivery by messenger or confirmation by mall
- (3) When a message is called in at plabt Sundays or Houdays and it is of an urgent nature, it shall be referred to the COMMAND POST
- (4) Routs messages shall be held by Westem Union and called in or delivered during reqa.cr business hours

20:5.4 The Western Union Sending Blank.

WESTERN UNION SENDING BLANK

Telefax

Chief of Police
Miami, Florida

Message Message Message

Oliver Kelly Chief of Police Newark, N.J.

Det. John Jones

Lt. James James (signed)

Send the share arrange, polycut to the terms on book horeof, which one involvagement is

PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD

CHAPTER 21

GENERAL EMERGENCY PLAN

21:1 PURPOSE

21:1.1 Object of Plan. The General Emergency Plan has been developed to expect to the handling of an unusual emergency a situation which requires the services of a orge complement of jod or personne. The Department in addition to its day-the day responsibilities must be prepared to manage such unusual emergencies as

- (1) Flood
- (2) Hurricane (3) Earthquake
- (4) Jul Break
- (5) Riot
- (6) Plane Crash
- (7) Train Wreck
- (8) Strike

- (10) Fire (three alarms or more)
 - (11) Explosion (extensive nature)
 - (12) Enemy Bomb Attack or Invasion (13) Group Disorder

This plan is designed to bring sufficient aid and equipment to any unusual emergency scene, so that the condition can be brought under control in the shortest possible time.

2012. Need for the Plan. In recent years strikes, demonstrations and group disorders have premoted problems of mayer proportions for the pouce. Where adequate plans had no been diveloped to meet three camegances, the authorities were less able to prevent extensive property damage, personal impury and loss of 16. However, in c.t.es where plans had been developed to cope with anticipated emergencies, such control was effective and entire or no injury or damage to person or property resulted.

21:2 IMPORTANCE OF PROPER POLICE ACTION

The unportance of proper police action in the first few insures of a major disorder or dispart cannot be too scroply stressed. Indexenso ne the part of the first officer to are vee in the scale, or on the part of a superior officer at the scale, or on the part of a superior officer at the scale or on the part of any por see officer, car recoil in a very are out situation. Experience has demonstrated conclusively that immediate movimization and use of all units of the Folce.

Department in a SHOW OF FORCE, insured efficient dispersal of a threatening mob, whereas, delay-indecision and inaction at the first sign of trouble, investably required the USE OF FORCE, to disperse the threatening mob, and such action unvariably resulted in preporty damage and personal injury, in addition to poor public relations for the Police Department

21:3 RESPONSIBILITY

215.1 Responsibility for Instruction. A commanding officers are charged with the respons to thy of instructing all police officers and explaint employees under their approximant in the Commanding Officer of the Poice Academy shall include in all training programs, adequate instruction for recruits regarding this plan depoint and the commanding officer of the plant of the commanding officer of the poice Academy shall include in all training programs, adequate instruction for recruits regarding this plant

21:5.2 Copy of Plan to Be Available. A copy of the General Emergency Plan shall be kept in the Offices of the Police Director, the Chef of Police, each divisional commanding officer, each tunk commanding officer and at each desk point supervised by a superior officer

21:4 CONSTRUCTION OF THE FOUR PHASES OF THE PLAN

21:4.1 Four Phases of the General Emergency Plan. The General Emergency Plan is divided into four phases as follows

PLAN #1

PLAN #1

PLAN #2

PLAN #3 PLAN #4 21:4.2 Personnel and Equipment to Be Dispatched. The quota of personnel and general equipment which shall respond for each plan, upon being dispatched, is listed in the General Emergency Plan Chart. 21:4.3

MINIMUM AVAILABLE POLICE DEPARTMENT PERSONNEL AND EQUIPMENT THAT WILL RESPOND AT THE HOURS INDICATED

	PLAN =1	PLAN #2	PLAN #3	PLAN =4
	9-5 5-1 1-9	9-5 5-1 1-9	9.5 5-1 . 1-9	9-5 5-1 1-9
POLICE DIRECTOR				
CHIEF OF POLICE	ĺ.	1	1 1 1	1 1 1
NIGHT SUPERVISORS	1 1	1 1	2 1 2	2 2
PATROL DIVISION		JL		
Comminding Officer		1, 1,	1 1 1	1 1 1
Precinct Coptains	_1	. 1	2, 2, 2	3 3 3
Limplements			2 2 2	2, 2 2
Sergesnis	3 1 1		4 4 4	4 4 4
Potro men	6 6 6	10 10 10	18 18 18	26 26 26
Horses				
Potrol Cars	3 13 3	6 6 6	13 13 13	16 16 16
Petrol Wagans or Squadral	1 1 1	1 1 1	2 2 2	3 3 3
	1			
EMERGENCY BUREAU		1	1 1 1 1	1 1 1
Commanding OH cer	1-1-	1 1	1 1 1	1 1
Superior Officers Petrolmen	3 3 2		6 6 0	6 6 6
			2 2 2	2 2 2
Trucks	1 1 1	1 1 1	2 2 2	4 4
TRAFFIC D V SION		11	11	
Commanding Officer		1 1	11111	1 1 1
Superior Officers	3 2	4 4	4 4 4	4 4 4
Patrolinen	6 4	12 8 .	21 21 21	21 21 21
Troff c Cors	3 3	4 2	4 4 4	4 4 4
Speaker Cors	1 1	1 i -	2 2 2	2 2 2
Motorcycles	3 2	B B	B B B	8 8 8
MOIOTCYCLES .				
DETECTIVE DIVISION				
Communding Officer		1 1	1 1 1	1 1 1
Superior Officers	1	3 2 2	3 2 2	3 2 2
Detectives		2 4 3 3	6 4 4	6 4 4
Squod Cers	1 1 1	3 2 2	4 ,3 3 .	4 3 3
				il
INVESTIGATION DIVISION			1	
Commanding Officer		1 1	1. 1. 1	1 1 1
Superior OH care		1.1	2, 2, 2	2 2 2
Detect ves	2 2	2 2	3 3 3	3 13 13
Squad Cors		1 1	2 2 2	3 13 3
ADMINISTRATIVE DIVISION	1 1 .		11	
	-		1 1 1	1 1 1
Commanding Officer	-	1111		1 1 1
Superior Officers	-	1 1 1		1 1 1
Photographer		1 1 1		1 11 1
Identification Officer				1 1 1
Meb a Identit earlor unit	-	11		11:
	-	-	-	1
MIN MUM AVAILABLE PERSONNEL TO RESPOND	27 23 1	4 53 47 25	82 81 81	101 100 100
PERSUNNEL TO RESPOND				

NOTE: The term Commanding Officer as used refers to the Officer in charge at the time of the emergency.

Additional Presinct Captains obtained from adjatring Precincts.

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Sufficient Personnel Are at the Scene, At any unusual emergency scene, where the number of personner present is equal to the quota of personnel specified

21:4.4 Superior Officers to Institute Plan Although in the plan, and no plan has been ordered into effect. the superior officer in charge at the scene shall immediately order the appropriate plan into operation

21:4.4-1 Minimum Available Equipment from other Departments That Will Respond at the Hour

Ind	icated.											
	PLAN +1		Р	PLAN +2		PLAN =3			PLAN +4			
	8-4	4-M	M-8	8-4	4-M	M-8	8-4	4-M	14-8	8-4	4-M	M-8
FIRE DEPARTMENT FIRE ENGINES				1	1	1	2	2	2	2	2	2
CITY HOSPITAL AMBUL ANCES				1	1	1	2	2	2	2	2	2
BUREAU OF TRAFFIC AND SIGNAL S												
ENGINEERING TRUCKS				,	1		2	2	2	2	2	2

21:4.5 Specialized Equipment to Be Dispatched with the Decignated Units. The following specialized comment shall be dispatched with the designated unsts

21:4.5-1 Emergency Bureau.

- (1) All available mehtsticks and helmets
- (2) Walkie-talkie and foud speaking equipment (3) Weapons, ammunition, tear gas, first aid kit, floodbehis, generator and geiger counter, if necessary

21-5 TO PLACE A PLAN INTO OPERATION

21:5.1 Good Judgment to Be Exercised. All police officers and civil-an employees of the Police Department shall exercise good judgment when arriving at an emergency scene. If one additional patrol cur can bring the situation under control, that is all that should be summaned. However, if in the apinion of the officer an unmediate SHOW OF FORCE is necessary to disperse a gathering crowd or mob. to bring the situation under control, he shall immediately call for a General Emergency P.an.

21:5.2 When First Police Officer at the Scene Is a Patrolman. If the first police officer to arrive at an emergency scene is a patrolman, and he determines that an emergency plan is necessary to cope with the condition, he shall place into operation Plan #1 or Plan #2 whichever, in his judgment, is needed

21:5.3 When First Police Officer at the Scene Is a Superior Officer. If the first police officer to arrive at an emergency scene is a superior officer, and he determines that an emergency plan is necessary to cope with the condition, he shall place into operation any one of the four plans which, in his judgment, is needed

(4) Any other pertinent equipment needed for the emergency situation

21:4.5-2 Bureau of Traffic and Signals.

- (1) Sufficient "no parking" signs and street barr cades
- (2) Sufficient fanterns and flares, if necessary
- 21.4.5-3 Fire Department, Request the Fire Department to assign sufficient firemen to guard fire alarm boxes in the vicinity of the emergency to prevent tampering or false alarms.
- 21:5.4 Placing An Emergency Plan into Operation. To place an emergency plan into operation 21:5.4-1 From Radio Equipped Vehicles, Patrol-
- men, detectives and plaine othermen in a radio equipped car, shall give the car number, the focation, and the number of the plan requested Example "Car 32, South and Pacific Streets, Place Plan #1 (or Plan #21 into operation.

21:5.4-2 By Way of Telephone, Patrolmen, detectives and pla-nelothesmen on foot, shall telephone the dispatcher, giving the location and number of the plan requested.

Example "Patrolman Jones, Esso Service Station, South and Pacific Streets, phone MA 3-9089, place Plan #1 (or Plan #2) into operation.

21:5.4-3 By Off Duty Police Officers, The procedure for police officers who are off duty when requesting an emergency p.an, shall be for them to telephone the dispatcher, giving the location and the plan requested.

21:5.4-4 By Superior Officers. The procedure for the place and one of the four plans into operation superior officers shall be the same as for patrolinen, except that the superior officer shall have the author-

21:6 GENERAL RESPONSIBILITIES AND DUTIES OF FIRST POLICE OFFICER OF THE FORCE TO ARRIVE AT AN EMERGENCY SCENE

21:6.1 Assume Command. Assume command until the arrival of an officer of higher rank or until the arrival of a superior officer who shall be in charge, according to the plan in operation.

21:6.2 Inform Dispatcher. Inform the dispatcher if assistance is needed as detailed in 21.5.

21:6.3 Prevent Formation of Crowds, Use all efforts to prevent a crowd or mob from forming.

21:6.4 Disperse Crowds. If a crowd or mob has gathered, use all efforts for dispersing it until assistance arrives. Prevent its re-forming.

1 21 6.5 Prevent Lottering. Permit no one to lotter in the immediate vicinity—once the crowd has been dispersed.

2Ir6.6 Arrest Offenders. Arrest those who refuse to disperse, or who are committing or have committed any other violation of the law.

21:6.7 Remove Cause of Emergency. If the cause of the emergency can be removed to the precinct station or to some other precinct station, and thus lessen or eliminate tension in the area, such action shall be taken immediately.

21:7 GENERAL RESPONSIBILITIES OF ALL SUPERIOR OFFICERS

21:7.1 Become Thoroughly Famillae with the Emergency Plan. The successful pouring of a major emergency depends upon the mistruction and supermon of subordinates by superior efficers in the execution of the General Emergency Plan Therefore, all superior officers what familiarize themselves with every phase and detail of the plan.

21:7.2 Command the Execution of Police Tasks, Superior officers shall command, direct, and supervise the execution of police tasks at all times. They shall guide and instruct subordinates in the special direct but, shall not perform the subordinate's work.

21:7.3 Not Knowingly Countermand Orders. A superior officer shall not knowingly countermand orders given by another superior officer, unless the reason no longer exists for that order, and the situation requires a change of orders.

21:7.4 Maintain Communication with the Dispatcher. Super or officers in immediate command of their and shall maintain constant ordinat with the dispatcher, to keep h η informed and to receive further instructions.

21:75 Return Police Officers Not Needed to Regular Assignments. Superior officers in charge at the emergency scene shall be responsible for directing the return of all police officers, whose services are no longer required, to their regular assignments.

21:7.6 Cancellation of Emergency Plan. The ranking superior officer at the emergency scene may cancel the operating plan if the situation is under control. He shall immediately notify the Communications Bureau to inform all units that the plan has been cancelled.

21:7.7 Establish a Recall Index File. All commanding officers shall establish at all desk points under their supervision, an emergency recall index file, listing the name, rank, badge number, street address, floor or apartment number, emergency telephone number and normal days and hours off daty for all poice officers and civilian employees of their command,

21:78 Exhibits Dopiletate Recall Index File Cords at Communication Burster, Al communication gettleres and communication Burster, Al communication gettleres and the properties of the communication of the contract civilian employees of their commands. The original shall be lest in commands, and the dusploate for all the commands of t

21/39 Commanding Officer at Communications Bereau to Maintain Recall Index File. The Commanding Officer of the Communications Bereau shall be responsible for maintaining the deparate emergency recall index file On each individual recall acad, he shall have recorded the motor patrol district in which that police officer or civilian employee resides.

All Type Dispatch Necessary Personnel, All superior officers when surgered to deck duty at sury command, upon nodification that a General Emergency Plan as in operat on, shall immediately despite personnel and equipment speeded for such plan Whenever and equipment speeded for such plan Whenever operation, they all immediately beginned preclaims and operation of days more suspend to their command. Wherever prossible, use thall be made of como operated relative prossible, use that the made of como operated relative personnel of the procession of th

21:8 GENERAL RESPONSIBILITY OF ALL UNITS TO RESPOND

2183. All Personal Sobject to Call, Witczers et al. General Emergery Plan a placed not operation all police officers and criv use craphoyees of the Police Department, repetition of their replant as og ment, are subject to Call Superior officers; pastionness and of repulse assignment, shall, when interned that a General Emergency Plan has been placed into operation, results on the art for instruction. They shall simulately respond to order of the depatcher, units and other control of the depatcher, and the control of the depatcher of the control of the depatcher of the depatch of the de

21:8.2 Contact Command When Apprised that Plan #3 or #4 Is in Effect. All police officers and civilan employees when apprised that Plan #3 or Plan #4 has been placed into operation, shall immediately contact their respective commands for instructions.

21:8.3 Communication Car at Emergency Scene. The first radio-equipped car to arrive at the scene shall be designated as the communications car. This car shall keep its red signal light in operation at all

times to identify it as the communications car. Police officers operating all other police vehicles at the emergency scene will shut off their red signal lights

218.4 Personnel Dispatched to Report to Commumention Car C pon Armal. All police officers and real-an employees sopalished to the energency sense shall report to the common actions out for a traction of all assignment. Vehicles, existing the foliation of all assignment. Vehicles, existing the property serviced and fooded, and the occurrants shall proceed on

21:8.5 Responding Personnel to Report to Superior Officer of Their Command at the Scene, Pouce officers and civi in empowers of all units responsing shall report to the superior officers of the recommands or to the officer in charge at the scene

foot to the communications can

21:8.6 Restrict Lse of Strens. Police officers operating vehicles responding to an emergency scene under a General Emergency Plan, shal, not use their strens. Sirens attract additional persons to the scene, increasing the police problem of control.

21:9 ESTABLISHMENT OF MOBILIZATION POINTS

219-1 Determine by the Seriousness of the Emergency. The seriousness of the attention may require that P.ams #3 and #4 be placed in operation and the a..d.t cond mere kept on a sandby basis. This ready reserve shall be assembled close to the scene but at a sufficient distance to ..nsure that its presence will not be detected by persons at the scene.

21:9.1-1. Primary Mobilization Point. The primary mobilization point shall be the precinct in the affected area

21:9.1-2 Secondary Mobilization Points. The secondary mobilization points shall be the fire houses in the affected area

219.2 Necessity for Using the Secondary Mollitation Points. The officier on beings at the emergenteen shal determine the necessity for using the secondary mobilization points and in such cases, shall assign an officer to make the precessary arrangements with the capitation in charge of the firebox and to take charge of all police operations at that mobilization center

21:9.3 Action of Personnel at Mobilization Center.
All police officers and civilian employees dispatched to
the sight of the general public, until specifically assigned to some task by the superior officer in charge

21.9.4 Temporary Log. The superior officer in charge at the mobilization on ever sha arrange for the keeping of a temporary, og in which the following entries shall be recorded in chronological order.

(1) Identity of police officer assigned to maintain.

(2) Concise but complete description of the emer-

genev genevation of the enter-

(3) Identity of pouce officers and civ.a n cirplayees reporting to mobilization center

(4) Notifications made (5) Requests made

(6) Assignments of personnel and changes thereof

(7) Orders given and actions taken

If possible, a walkee-talkie radio should be utilized at this point to keep the superior officer at the emergency scene informed as to the number of personnel and type of equipment available at the mobil zation point

21:9.5 Mobilization Points Utilized as Temperary Detention Centers. The mobilization points shad also be used as temporary detention centers for persons arrested, if that is found to be necessary

21:10 SPFCIFIC RESPONSIBILITIES AND DUTIES OF THE OFFICE OF THE CHIEF OF POLICE

21:10.1 Responsibilities of the Chief of Police or the Chief of Police, or the night supervisor in charge, the Command Post Supervisor in Charge, Whenever shall be responsible for the following action: a General Entercency Plan is placed into operation.

(1) Nighttime, Weekend and Holiday Emergency. If Plans #1, #2, #3, or #4 are placed into operation during the nighttime, during the weekend and on houstays, the Command Post supervisor small proceed immediately to the scene.

(2) Chief of Police to Respond, If Plans (see char.). #3 pr #4 are placed into operation, the Chief of Police shal immediately proceed to the scene and assume personal charge.

(3) Verification of Compliance, Verify that the equipment and personnel specified by the plan in eperation has been dispatched to the scene,

- (4) Information on Action Taken, Keep informed of the action being taken to restore law and order.
 - (5) Coordination of Efforts, Coordinate the efforts

of all units of the Police Department toward the immediate restoration of law and order

- (6) Press and Public Relations, Supervise all matters involving the press, and the public relations of the Police Denartment.
- (7) Plun è 4. If it is decided to place Plan #4 into operation, immediately advise the Police Director, so that the proper steps may be taken to alert the agencies as follows
 - (1) Municipal Civ.l Defense
 - (2) Sherift of Essex County
 - (3) New Jersey State Polson
 - (4) State Department of Defense
 - (5) United States Army

21 11 SPECIFIC RESPONSIBILITIES AND DUTIES OF THE PATROL DIVISION

- 21.11.1 Communding Officer of the Patrol Divislon, Whenever a General Emergency Plan is placed unto operation the Commanding Officer of the Patro. Division shall be respons be for the following action
- 21:11.1-1 Respond Immediately, If Plans #2 (see chartt. #3 or #4 are placed into operation, immediately proceed to the emergency scene and take personal charge of all police activities until relieved by the Chief of Police.
- 21:11.1-2 Verify Consoliance, Verify that the equipment and personnel of his command specified in the plan placed into operation, have been dispatched to the energency stend
- 21 11.1-3 Keep Informed on Action Taken, Keep informed of the action being taken to restore or maintain law and order
- 21:11.1-4 Advise Dispatcher of Headquarters Loeation. Establish headquarters at the communications car or at a nearby telephone, and advise the dispatcher of your location. If necessary and if possible, secure three te ephones for use -one for in-coming calls, one for out-going calls and one to be used as an open ane to Central Communications
- 21:11 1-5 Arrange for Temporary Headquarters Log, Arrange for a temporary log in which shall be recorded in chronological order the following entries:
- (1) Identity of police officer assigned to maintain log
- (2) Concise but complete description of occurrence
 - (3) Notifications made.
 - (4) Requests made.
 - (5) Assignments of personnel and changes thereof.
- (6) Identity of officials and public agencies represented at the scene.
 - (7) Orders given, action taken, procedure adopted

and developments at the scene

- 21:11 1-6 Call for a Higher Plan If the equipment and personnel on hard are insufficient to control the situation, immediately order the dispatcher to place Plan #3 or #4 into operation
- 21-11.1-7 Sepervise All Activities. Ver.fy that all superior officers and supordinates at the some are complying with the requirements set forth in this plan, and proceed to supervise al. further activities at the scene until the situation is brought under con-
- 21:11.1-8 Call Other Agencies If Neccssary. If the conditions at the scene require the services of the robbic ut uses crews or the empresons crews of the Water Department, advise the dispatcher to summon the crews needed
- 21:11.1-9 Establish Information and Press Center. When necessary, establish an "Information and Press Center" for the convenience of the press, officials, relatives, and concerned persons. Communicate its location to all personnel and direct that all inquiries be referred to the center
- 21:11.1-10 Comply with General Instructions. Comply with the general instructions for all superior officers, listed under 21 7.
- 21:11.2 Precinct Captains. All precinct captains shall cause to be made and kept current, listings of the following information:
- 21-11.2-1 Weapons and Ammunition, All places within the precinct boundaries where weapons and ammun tion may be stored or kept for sale
- 21:11.2-2 Narcotle Drups. All places within the precinct boundaries where parcotic drugs may be stored or kept for sale.
- 21:11.2-3 Alcoholic Beverages. All places where a.cohol.c beverages are kept for sale
 - 21:11.2-4 Important Business Houses. All impor-

tant business houses which may be looted or damaged in the event of an emergency.

21:11.2-5 Public Utility Installations. All public utility installations which may be damaged in the event of an emergency.

2211.1.26 File of Promutest Persons Residing in Command. The name, addresses, bandess addresses, and stelephone numbers of pronosens persons in the research of the processes of

- (1) Police Director
- (2) Chief of Pouce
- (3) Divisional Commanding Officers
- (4) Community Relations Bureau

21:11.2-7 Responsibilities During an Actual Emergency. Whenever a General Emergency Plan is placed into operation, the Capitain in charge of the precinct where the emergency exists, shall be responsible for the following action.

- (1) Verity Comphance Verify that the equipment and personnel of his command, specified in the P an placed into operation, has been dispatched to the emergency scene.
- (2) Call Other Agencies. When Plans §3 and §4 are placed into operation, contact the Fire Department, and the City Hospital and request that all the equipment and personnel of their agencies, as designated in the Plan, be sletted for use.
- (3) Respond to Emergency Scene Assign a Lieutenant to take charge of the precinct, and proceed immediately to the scene, with available plainelothesmen, when the Plan placed into operation requires his presence, see Plans &2, #3 or #4.
- (4) Advise Dispatcher of Headquarters Location. Upon arrival at scene, establish headquarters at the communications car, or at a nearby telephone, advising the dispatcher of his location.
- (5) Assume Command Assume personal charge at the scene until releved by a higher ranking officer, when the plan in operation calls for his presence at the emergency scene.
- (6) Call for a Higher Plan. If the equipment and personnel on hand are insufficient to control the situation, immediately request the dispatcher to place a higher numbered Plan into operation.
- (7) Utilize Surplus Personnel and Equipment, sue to nll police officers believe Direct persons in charge of any equipment or per- able on the emergency trucks.

sonnel not immediately required at the scene to report either to a mobilization center, or to a temporary standby point in the immed are vicinity.

- (8) Assign Personnel. Assign available superior of ficers, or if no super or officers are present, assign sentor police officers, to specific groups, and instruct them with regard to their duties and assignment. Assign and instruct additional police officers as they arrive at the scene.
- (9) Duperse Loiterers Direct the immediate dispersal of any group, and issue instructions that no group is to be allowed to re form, and that no individual is to be allowed to inster in the immediate sensity of the scene.
- (10) Arrest or Removal Direct the arrest and removal of persons who have refused to disperse, or who have, or who are committing, a viocation of the law
- (11) Assign a Lieutenant to Mobilization Center. If arrests are being made in large numbers, assign a lieutenant to the mobilization center to handle the processing of the persons arrested.
- (12) Provide Patrol Wagons and Squadrols with Wining Pads Verify that the patrol wagon ansquadro, divers have sails on bank pads to recomthe names and brief tester priors of present at cased, the name rank badge number the asy amount of the arresting officer, and the place of occinioned and charge.
- (13) Assign Personnel to Mobilization Center. Assign sufficient personnel to assist the sourceast and the denufication officer at the mobil zation sen G i processing the prisoners, and to act as guards.
- (14) Direct Research of Sick on Ityano Persons. Direct the removal of any person taken suck or in jared and, I large numbers of cass at res are being sent to a hospital, are gin a parterlamin to the hospital to obtain the necessary information for pe see reports.
- (15) Re-route All Iraffic. Assign available policemen to the nearby intersections, with specific instructions to re-route all traffic, including pedestrans except bona-fide residents who have properly identified themselves.
- (16) Assign Personnel to Desponted Ports, When the emergency has been brought under control, and safficient mangower is available, estibash adequate foot and mobile partols in the areas, and fixed not where needed. These patrols shal he established as soon as possible to prevent looting, damage to proerty, and personal injury, and they shad be maintained until the danner to life and proverty has pass.
- (17) Remove Cause of Emergency Whenever possible to lessen or elaminate tension in the area, immediately remove the cause to another area.
- (18) Order Nightsticks and Helmets for Riot Dory. In cases of 1101 or other necessary circumstances issue to nll police officers belinets and n ghisticks available on the emergency trucks.

- (19) Assign Personnel to Rooftops During Rioting If rioting has broken out, or the circumstances remune such action assum available nersonnel to nearby root-tons to discourage the throwing of art e.es down on the police. If at n shttime, make sure that the men are equipped with flashights in good working order
- (20) Cooperate with Other Commander Render full assistance and cooperation to the captain of the adjoining precinct upon request
- (21) Survey Emergency Area As soon as condibons permit, direct that an accurate and complete survey he made of the entire affected area, to determine the location of premises that were damaged, or from which property is missing. The survey shall include the names of each person sustaining damage or loss their addresses, business pames, if any and the nature of and est mated damage or loss. A complete report of the survey shall be prepared and forwarded to the Chief of Police
- (22) Prepare Report of Emergency. Prepare and submit a complete report Liting all Deportmental personnel, units and equipment at the scene, the name of the police officer who instituted the plan and the name of the police officer who cance led the plan
- (23) Ascertain that All Subordinates Lindecitand the Plan Instruct al. no ice officers and civilian emprovees of his command regarding the details of this plan, and he shall direct that all patrolmen record in their memorandum books a brief outline of their duties under this plan.
- (24) Comply With General Instructions. Comply with the general instructions for all superior officers listed under 21 7
- 21:11.3 Superior Officers On Desk Duty, Whenever a General Emergency Plan is placed into operation all superior officers, assigned to desk duty in the precinct in which the emergency exists, shall be responsible for the following action
- 21:11.3-1 Dispatch Necessary Personnel and Equipment. Immediately dispatch or cause to be dispatched the wagon or squadrol and personne, specified in the Plan placed into operation, to the emerpency scene. If the wagon or squadrol is on an assignment, which because of its serious nature we not permit its recall, obtain a wagon or squadrol from the nearest precinct and dispatch it to the emergency
- 21:11 3-2 Fernish Writing Pads to Drivers. Furnish all wagon and squadrol drivers with sufficient blank pads to record
- (1) The names and identification of persons arrested
 - (2) The charge and place of occurrence
- (3) The name, rank, badge number and assignment of the officer who turned the prisoner over to them.

- 21-11.3-3 Notify Captain of Precinct, Immediately notify the cantain or acting captain
- 21:11.3-4 Assign Personnel As Needed, Whenever Plan #3 or #4 is placed into operation, instruct all natroimen making duty caus to report to the precinct imprediately. If they are not immost atom account at the emergency scene, hold them in reserve ant, or dary are received to send them to the emergency scene, or to return them to their nosts.
- 21:11.3-5 Cooperate with Other Superiors, If an add tonal superior officer is assigned to the precinct to process the prisoners, or to assign available reserves, furnish him with whatever assistance is re-
- 21:11.3-6 General Responsibilities, Comply with the general instructions for all superior officers. Ested under Sect on 21 7
- 21:11.4 Superior Officers in Charge of Details at the Scene, Whenever a General Emergency P an is placed into operation, each superior officer assigned in charge of work details at the emergency scene shal, be responsible for the following action:
- 21:11.4-1 Deploy Personnel, Immediately upon being assigned to a sector, he shall proceed to that point with the patro men assigned to him and deploy the men to greatest effect, giving special attention to vulnerable and strategic points within his sector
- 21 11.4-2 Instruct Personnel. He shall instruct the patro'men specifically regarding their duties in accordance with the details of this Plan, particularly stressing that their action and language, if not proper, will be the subject of much criticism that will reflect unfavorably on the police force, resulting in poor nubbe relations
- 21:13.4-3 Direct Activities. He shall direct the activities of the men under his supervision towards the following objectives
 - (1) The prevent on of crowds from gathering.
- (2) Where growds have gathered prior to his arrival, he shall order their immediate dispersal.
- (3) The prevention of individuals from lottering in the immediate vicinity of the emergency scene. and the prevention of the re-forming of crowds at the emergency scene.
- (4)/The removal, if possible, of the cause of the emergency to some other location, or to the precinct if this will lessen or eliminate tension in the area (5) The establishment of adequate patrols of the
- area until the danger has subsided 21:11.4-4 Secure Vehicle and Equipment, If it is
- necessary to use the operators of police vehicles, he shall instruct them to property look the volucies, and to secure all equipment against tampering. He shall not leave the vehicles unattended and shall assign one patrolman to guard the vehicles and other equipment



21:11.4-5 Inform Officer in Charge as to Condition. He shall keep the officer in charge constantly informed as to conditions in his sector, and request additional assistance, it needed. He shall not want until the situation is out of control before summonray assistance.

21:11.4-6 Supervise Activities. He shall keep the detail intact, and supervise its actions to insure compliance with the instructions contained in this Plan.

21/11.4-7 Prepare Assignment Sheet. He shall prepare a duplicate assignment sheet as soon as possible, listing all persons at the scene inder his immediate supervision, and send one (1) copy to the officer in charge, and one (1) to the precinite commander.

2013 4-8 Release Sarplan Personnel and Equipment. When orders have been race ved that the vation is under centrol, and the mea under h is supervision are no longer required at the scene, he will check off the name of each man on the assignment sheet to be sure that he is accounted for, and me return with them to the precinct or mobilization point to away further orders.

21:11.4-9 Submit Report At the termination of assignment he shall submit a detailed report of his activities and observations while at the emergency scene, to the precinct commander

21:11.4-10 Comply with General Instructions, He shall comply with the general instructions for all superior officers listed under section 21:7

21:11.4-11 Acting Captain. If assigned as acting captain, or if he is the ranking officer to respond from the precinct, he shall be responsible for taking such action as is required of the captain at an emergeocy scene, listed under 21:11.2

21:11.5 Superior Officers Assigned to Patrol Cars. Whenever a General Emergency Plan is placed into operation, superior officers assigned to patrol cars shall be responsible for the following action

21:11.5-1 First Superior Officer at the Scene, If they are the first superior officers at the scene, they shall carry out the instructions listed for the captain or Leutenant at the scene

21:11.5-2 General Responsibilities. They shall comply with the general instructions listed for all supetion officers under section 21.7

21:11.5-3 Assign Personnel. They shall promptly instruct and assign all personnel as they arrive at the scene.

21:11.6 Patrolaum. Whenever a General Emergency Plan is placed into operation, all patrolmen sent to the scene of the emergency shall be responsible for taking the following action.

21:11.6-1 Control Crowds. They shall prevent crowds from gathering

21:11.6-2 Disperse Crowds. Where crowds have gathered prior to their arrival, they shall disperse them immediately

21:11.6-3 Prevent Loitering. They shall per ent to tering of individuals in the immediate vicinity of the emergency scene and prevent crowds from reforming

21:11.6-4 Remove Cause of Emergency. They shall remove, if possible, the cause of the emergency to some other location or precinct if this will lessen or elements the tension in the area.

21.11.6-5 Pairol Area. They shall patrol the area until the danger has subsided and perform all police duty to the best of their ability, without fear or favor, and remain calm, cool and collected at all times

21:11.6-6 Enforce All Laws. They shall enforce all laws, regardless of race, color, creed, national origin or ancestry. They shall prevent crime, violence and breach of the peace. They shall protect life and property and arrest violators of the law. They shall act firmly, but coerteously, whenever police action is

21:11.6-7 Use Caution in Action and Language. They shall be extremely careful that their action and language is proper, and that such action and language, does not encourage or initiate unlawful action on the part of others, or that wil, subject the police force to andue entiests.

21:11.6-8 Guard Against Unnecessary Conversation. They shall not engage in unnecessary conversation, nor make any comments or give opinions concerning the cause of the emergency

21:11.6-9 Safeguard Vehicles and Equipment. When assigned to a police vehicle, they shall make every effort to safeguard the vehicle and its equipment from damage or theft. If police action requires that the vehicle shall be left unattended, they shall securely lock it and turn off the transmitter

21:11.6:10 Ask for Ctarification. Upon receiving an order from a superior officer which is not clear, they shall immediately ask that superior officer to ciarify the order

2111.6-11 Obes Superior Offices. They shall obey the orders of upperson offices at an emergency scene, regardless of their regular assignment, until such orders in constrained by an officer of higher rank. However, conditions may require a superior officer to countermand an order given by one of equal rank. When this occurs the patrolinan shall bring to the attention of said superior officer the previous order, and then be guided by the decision of the second superior officer the previous order, and

21:11.6-12 Notity Superior Officer Before Leaving Assignment. They shall obtain permission from the superior officer in charge of their group hefore leaving their assignment. If this is impracticable, they shall advise this superior officer of their action immediately upon returning to their assignment.

e 21:11.6-13 Record Arrest in Memorandum Book. If possible, whenever an arrest is made, they shall record in their memorandum books an adequate

station, if necessary

description of their prisoner so that they will be able to identify him in court. Before the prisoner is arraigned in court, they shall obtain a copy of the prisoner's photograph, if available, so that it can be used to green their compacts.

21:11.6-14 Provide Driver of Wagon or Squadrol with Identification. Whenever an arrest is made and prisoners are turned over to a sign or sign drol driver, the officers shan furnish the driver with the name, rank, budge number, assignment, place of progression, and charge.

21:11.6-15 Cooperate with All Personnel, They shall extend the fullest cooperation to all other police officers and civilian employees at the scene at all these

21:11.7 Emergency Bureau Captaiu, Whenever a General Emergency Pian is placed into operation, the Captain in charge of the Emergency Bureau shall

21:11.7-1 Verify Compliance. Verify that the equipment and personnel of his command, specified in the Plan placed into operation, have been dispatched to the emergency scene.

21:11.7-2 Keep Informed of Action Taken, Keep informed of the action being taken to restore law and order

21:11.7-3 Respond to Emergency Scene. If Plans #2, (see charlt, #3, or #4 are placed into operation, proceed immediately to the scene and take personal charge of the activities of all personne, under his command.

21:11.7-4 Advise Dispatcher of Headquarters Location. Establish headquarters at the emergency truck, or at a nearby telephone, and notify the dispatcher of his location.

21:11.7-5 Cooperate with Others at the Scene. Consult and cooperate with the commanding officers of other units at the scene to bring the situation under control.

21:11.7-6 Assign Personnel. Assign and instruct personnel ander his command in the establishment of street barneades, police lines, and any other police emergency function required by the circumstances.

21:11.7-7 Assume Command If Ranking Officer. If a higher ranking officer is not at the scene, he is responsible for carrying out the instructions contained in this plan until releved by a presence commander or by an officer of higher rank.

21:11.7-8 General Responsibilities, Comply with the general instructions for all superior officers listed under 21 7

21:11.8 Emergency—Superior Officers. Whenever a General Emergency Plan is placed into operation, superior officers assigned to the Emergency Bureau shall.

21.11.8-1 General Responsibilities, Comply with the general instructions for superior officers listed under 21.7 21:11.8-2 Desk Lieutenant Duties. Comply with the instructions for desk neutenants listed under 21:11.3 where apparable.

11.3 where apparable. 21:11.8-3 First Aid Station, Establish a first aid

21:11.8-4 Assign Personnel. Assign, direct and institute the patrolimen under their supervision in the establishment of street barreades, police lines, and any other police emergency function required by the cre-instances

21:11.8-5 Assume Command If Ranking Officer. If the ranking officer at the scene, assume command until releved by the captain of the precinct, or by an officer of higher rank, and be responsible for carrying out the antirections contained in this Plan for the officer in charge of the emergency scene.

21:11.9 Entergency - Patrolines. Whenever a General Emergency Plan is placed into operation, patrolinen assigned to the Emergency Plan shall

21 11.9-1 Comply with General Instructions. Comply with the general instructions for patrolmen contained in this plan, listed under 21 11 4 to.

21:11.9-2 Cooperate with Others at the Scene. Cooperate with all police personnel to bring the situation under control as quickly as possible.

21:11.9-3 Direct Efforts as Required by Circumstances. Direct efforts towards the establishing of street barricades, police lines, and any other police emergency function required by the circumstances.

21.11.10 Patrolmen Assigned to Patrol Cars, Whenever a General Emergency Figure is placed into operation, all patrolmen assigned to patrol cars shall be responsible for the following action

21.11.10-1 Notifying Dispatcher of Availability.

When performing any other police assignment the patre man upon to ng informed that a Geogral Emergency P.an's in operation, and receiving an assignment in connection therewith, shall.

(1) Refer the assignment to the precinct for police

action, if he can do so, and proceed to the emergency assignment immediately

(2) Advise the dispatcher, that his present assignment will not permit him to leave and request him to dispatch another can be hereforey scene.
(3) If the assignment can be handled by one notice.

officer, the senor officer shall remain with the assignment, and the other officer shall proceed immediately to the emergency assignment and advise the dispatcher that he is alone in the car.

21:11.10-2 First Car at the Scene. The first car to arrive at the emergency scene shall be designated as the communications car The second officer in the car shall assume command, and shall

 Be responsible for all proper police action until relieved by a superior officer.

(2) Remain close enough to the radio car so that contact can be maintained with the dispatcher, to keep him informed, and to receive instructions.

(3) Ass un and instruct natrolinen in accordance with the details of this Pian, and furnish them all assistance possible

(4) Keep a list of all vehicles responding to the emergency scene

(5) Be responsible for taking any action required of a superior officer or patrolman whenever necessary

21:12 SPECIFIC RESPONSIBILITIES AND DUDIES OF THE TRAFFIC DIVISION

21 12.1 Commanding Officer of the Traffic Divi- Dousson shall be responsible for the following action sion. Whenever a General Emergency Plan is placed into operation, the Commanding Officer of the Traffic Day sion shall

21:12.1-1 Verify Compliance, Verify that the equipment and personnel o, his Command, specified in the Plan placed into operation, have been dispatched to the emergency scene

21 12.1-2 Keen Informed of Action Taken, Keen informed of the action being taken to restore or maintain law and order

21:12.1-3 Respond Immediately, If (see chart), Plan #3, or #4 is placed into operation, immediately proceed to the emergency scene, and take nersonal charge of the activities of the men of the Traffic Div sion.

21:12.1-4 Advise Dispatcher of Headquarters Loeation. Establish headquarters at a radio-equipped car of his Command, or at a nearby telephone and advise the dispatcher of his location.

21:12.1-5 Cooperate with Others. Consult and cooperate with other divisional commanding officers at the emergency scene, to bring the situation under

21:12.1-6 Comply with General Instructions, Comply with the general instructions for all superior officers listed under 21 7

21:12.1-7 Assume Command If Ranking Officer. When he is the ranking officer at the scene he sha assume command of overall operations and shall relinquish this command only on order from a higher ranking superior officer of the Patrol Division or from the Chief of Police

21:12.2 Traffic Division - Superior Officers. Whenever a General Emergency Plan is placed into operation, superior officers assigned to the Traffic

They shall

21 12.2-1 Comply With General Instructions. Com ply with the general instructions for superior officers Ested under 21 7

21:12.2-2 Comply with Desk Lieutenant Instructions. Comply with the instructions for desk licutenants listed under 21 11 3 where applicable

21:12.2-3 Assign Personnet, Assign, direct and instruct the patrolmen under his supervision in the rerouting of traffic, control of traffic, and exclude

21 12 2-4 Assume Command If Ranking Officer. If the ranking officer at the emergency scene, assume command and he responsible for earrying out the structions contained in the Plan, until relevan by the captain of the precinct, or by an officer of bieher

21:12.3 Traffic Division - Patrolmen Whenever a General Emergency Plan is placed into operation patrolmen assigned to the Traffic Division shall 21:12.3-1 Comply with General Instructions, Com-

ply with the general instructions for patrolmen contained in this Plan under 21 11-6 21:12.3-2 Cooperate with Others, Cooperate with all personnel of the police force to bring the situation

under control as quickly as possible 21:12.3-3 Re-route Truffic. In addition to complying with the instructions for patrolmen listed under 21 11 6, direct his efforts towards the control and re-routing of traffic, and the exclusion of unguthorized persons and vehicles from the emergency scene, upon receiving such instructions from a superior

officer 21:13 BUREAU OF TRAFFIC AND SIGNALS

Whenever a General Emergency Plan is placed good to the scene with the specified number of trucks into operation, the Commanding Officer of the Trafand sufficient "no parking" signs and street barrific Division or the superior officer in charge at the cades scene shall cause the superior officer or supervisory official in charge of the Bureau of Traffic and Signals

21:13.2 Instruct Personnel to Report to Traffic to be notified of the specific needs, when the Plan Division Commanding Officer, Instruct the drivers placed into operation calls for the presence of equipand helpers on such trucks to report to the Comment from that unit, and request that the superior mand no Officer of the Traffic Division or to the officer or supervisor official comply with the followsuperior officer in charge at the scene and under his direction assist in erecting street barricades, and in the posting of "no parking" signs.

21:13.1 Respond with Sufficient Equipment, Pro-

me

21:13.3 Instruct Personnel to Report to Officer In Charge of Emergency Scene, Instruct the drivers of

such trucks to comply with any instructions given by

21:14.1 Communding Officer of the Detective Division. Whenever a General Emergency Plan is placed into operation, the Commanding Officer of the Datective Div sion shall

21.14.1-1 Verify Compliance, Verify that the equipment and personnel of his command specified in the Plan placed into operation have been dispatched to the emergency scene

21:14.1-2 Keep Informed of Action Taken, Keep informed of the action being taken to restore or maintain law and order

21:14-1-3 Respond Immediately to the Scene If Plan (see chart), #3, or #4 is placed into operation, proceed immediately to the scene of the emergency and take personal charge of the activities of the detectives assigned to his command.

21:14.1-4 Consult with Other Commands, Consult and cooperate with the commanding efficers of other units at the emergency scene to bring the situation under contro-

21.14 1-5 Advise Dispatcher of Headquarters Location. Establish headquarters at a rad o-equipped Detective Division car, or at a nearby telephone, and advise the dispatcher of his location

21:14.1-6 Establish Temporary Morgue, If necessary, establish a temporary morgue with the assistance and advice of the Chief Medical Examiner or his

21:14.1-7 Identify Ringlender, Assign, direct and instruct all personnel of his command in the investigation of the cause of the emergency, to identify and apprehend the ringleaders, to ascertain mans for the continuation of the disorder, to investigate any crimtnal acts resulting from the emergency; and to direct such other investigative tasks as may be required by the existing conditions.

21:14.1-8 General Responsibilities, Comply with the general instructions for all superior officers, listed under 21 7.

21:14.2 Detective Division - Superior Officers. Whenever a General Emergency Plan is placed into operation, superior officers assigned to the Detective Division shall.

21:14.2-1 Comply with General Instructions, Comply with the general instructions for superior officers listed under 21 7 of this Plan.

21 14.2-2 Comply with Desk Lieutenant Instructions. Comply with the instructions for desk beutenants hated under 21.11 3, where applicable,

21:14.2-3 Advise Commander of the Youth Aid Bureau to Return to the Scene. If Plan #3 or #4 is property is recovered by the police

the officer in charge at the emergency scene, with regard to the use of the trucks for obtaining additional suppies, or for the transportation of police officers

21:14 SPECIFIC FUNCTIONS AND DUTIES OF THE DETECTIVE DIVISION

placed into operation advise the Commandine Officer in charge of the Youth Aid Bareau to respond to the scene with all available personnel to handle any arrests of juven.les, or any other assignment.

21:14.2-4 Assign and Direct Subordinates, Assign, direct and astruct all personnel of the r command in the investigation of the cause of the emergency, to identify and apprehent the rineleaders; to ascertain puns for the confinuation of the disorder to invest gate any criminal acts resulting from the emergency, and to direct such other investigative tasks as may be required by the existing conditions.

21.14.3 Detective Division - Detectives, Whenever a General Emergency Plan is placed into operation, detectives assigned to the Detective Division

21:14.3-1 Determine Cause, Investigate to determ ne the cause of the emergency

21-14.3-2 Identify Ringlender, Identify and apprehend the ringleader and any other person who has committed criminal acts, obtaining warrants where

21.14.3-3 Ascertain the Plans of Troublemakers. Ascerta n p ans, if any, for the continuation of the disorder causing the emergency,

21:14.3-4 Interrogate Prisoners. Interrogate pr.sopers thoroughly so that adequate evidence of their crimina, acts may be presented to the court, and for the purpose of developing information regarding other persons involved in criminal acts.

21:14.3-5 Interview Victims and Witnesses, Interview victims, witnesses or any other person who may have valuable information, and thoroughly invest gate any statements made by such persons.

21:14.3-6 Identify and Preserve Evidence. Obtain, identify and properly preserve all evidence necessary for the proper presentation of the case in court, keeping in mind that evidence consists of actions and words as well as physical evidence 21:74.3-7 Investigate Complaints, Investigate all

complaints of theft of property, making adequate notes describing the property in detail, and the identity of the owner Obtain descriptions of all suspects where possible.

21:14.3-8 Search the Scene for Evidence, Conduct a thorough and adequate search at the scene of any theft for fingerprints or other evidence that will identify the perpetrator.

21:14.3-9 Advise Owners of Recovered Property. Advise owners of stolen property whenever such

any pertinent information regarding serious crimes, umaual occurrences, or any changes in the conditions within the emergency area

21:14.3-11 Cooperate with Others, Cooperate to

21:14.3-10 Report Serious Crimes or Unusual Oc- every way with members of the Police Department currences. Report promptly to their superior officer, and assist them in bringing the situation under con-

> 21 14.3-12 Submit Complete Reports, Submit complete and adequate reports of all investigations conducted in connected with the emergency,

21:15 SPECIFIC FUNCTIONS AND DUTIES OF THE INVESTIGATION DIVISION

21:15.1 Commanding Officer of the Investigation Division. Whenever a General Emergency Plan is the Investigation Division shall be responsible for

placed and operation, the Commanding Officer of the following action. He shall,

21:15.1-1 Respond Immediately to the Scene. If Plans (see chart), #3 or #4 is placed into operation, proceed immediately to the emergency scene and take persona, charge of the activities of the men of his command.

21:15.1-2 Verify Compliance, Verify that the comprisent and personnel of his command specified in the Plan placed into operation have been dispatched to the emergency scene

21:15.1-3 Keen Informed of Action Taken, Keen informed of the act on being taken to restore or maintain law and order

21:15.1-4 Advise Disnatcher of Headquarters Location. Establish headquarters at a radio-ecuipmed car of the Investigation Division, or at a nearby telephone and notify the dispatcher of his location.

21:15.1-5 Consult and Cooperate with Others, Cousult and cooperate with the commanding officers of other units at the emergency scene to bring the situation under control. 21:15.1-6 Assign Personnel. Assign, direct, and rastruct all personnel of his command in the following

action, when conditions at the emergency scene require that such action be taken, and when orders to that effect have been received from the officer in charge at the emergency scene.

(1) Close all taverns and figuor stores,

(2) Close all places where weapons and ammunition are stored or kept for sale, and insure that proper safeguards are taken to prevent entry, and looting of such places.

(3) Advise all business places where narcotic drugs are stored so that they secure their supplies of narcotics, and suggest that they suspend operations temporarily

(4) Advise that other business places in the area suspend operations temporarily, until conditions return to normal.

(5) Apprehend all known drug addicts found in the area

21:15.2 Investigation Division-Superior Officers,

Whenever a General Emergency Plan is placed into operation, superior officers assigned to the Investiga-Lon Days on shall

21:15.2-1 Comply with General Instructions, Comp y with the general instructions for superior officers

Inted under 21 7 of this Plan. 21:15.2-2 Desk Lieutenant Duties, Cornely with the instructions for desk Leutenant listed under

21 113 of this Plan, where applicable. 21-15 2-3 Assignment of Personnel, Assign, direct and instruct all personnel of their command in the activities listed under the duties of the Commanding

Officer of the Bureau of Investigation.

21:15.3 Investigation Division-Defectives, Whenever a General Emergency Plan is placed into operation, detectives assigned to the Investigation Division shall be responsible for the following action

21:15.3-1 Respond Immediately to Emergency Scene, If Plan #3 or #4 is placed into operation, all men who are not at headquarters when the emergency is brought to their attention, shall immediately respond to the scene, reporting to the superior officer of their command, or the officer in charge in the absence of a superior officer of their command.

21 15.3-2 Close Designated Business Houses, Upon being furnished with a list of business houses that are to be caused, they shall immediately proceed to such places and agvise the owners to close temporardy until the situation has been brought moder control

21:15.3-3 Safeguard Designated Business Houses. In places where weapons, ammunition, and narcotics are stored or kept for sale, insure that adequate safeguards have been established to prevent entry and locting.

21:15.3-4 Advise Officials in Charge of Public Utility Installations, Advise the official in charge of any public utility installation of the emergency and see that an adequate guard is established.

21:15.3-5 Watch known Drug Addicts in the Area. Keep a close watch for all known drug addicts and if found in the emergency area, take them into custody

21:15,3-6 Be Alert for Agitators, Keep a close watch for persons agitating or inciting persons to not, and arrest all such persons.

pency scene

21:15.3-7 Prevent Unlawful Use of Fire Alarm Boxes, keep a close watch on fire alarm boxes, and

arrest anyone tampering unlawfully with such boxes.

21 15.3-8 Prevent Loitering. Apprehend al. persons to terms under the influence of loader at the emer-

21:15.3-9 Advise Business Houses When to Resume Business, When the emergency has been brought un-

der control advise all business houses that were requested to close, that business can be resumed

21-15.3-10 Advise Commanding Officer of Noncompliance by Licensed Premises. It any business house incensed by the city refuses or fails to suspend business when so requested, advise their containating officer, and submit a detailed report covering the countrialogs.

21-16 SPECIFIC RESPONSIBILITIES OF ADMINISTRATIVE DIVISION

21:16.1 Commanding Officer of Administrative Division, Whenever a General Emergency Plan is placed into operation, the Commanding Officer of Administrative Division shall be responsible for the following action

21:16.1-1 Respond to Emergency Seens. If Plan (see chart), #3 or #1. is placed into operation, immediately proceed to the scene and take personal charge of the activities of the men assigned to his command.

21:16.1-2 Verify Compliance Verify that the equipment and personnel of his command specified in the Plan placed into operation, have been disnatched in the emergency scene.

21:16.1-3 Keep Informed of Action Taken. Keep informed of the action being taken to restore and maintain law and order

21:16.1-4 Advise Dispatcher of Headquarters Location. Establish headquarters at a radio-equipped car of his command, or at a nearby telephone and advise the dispatcher of his location.

21:16.1-5 Consult and Cooperate with Others. Consult and ecoperate with other divisional commanding officers at the emergency scene, to bring the situation under control

21:16.1-6 Asslen Personnel, Assign, direct and in

struct the personnel of his command, when conditions at the emergency scene require the services of photographers and identification officers.

21.16.17 General Instructions. Comply with the

general instructions for superior officers listed under 21 7 of this Plan 21:16.2 Dispatchers, Whenever a General Emer-

gency Plan is placed into operation, the dispatcher shall

21:16.2-4 Dispatch Designated Cars Immediately. Upon receipt of request for any one of the four (4) Emergency Plans, immediately dispatch the designated ears to the scene

21:16.2-2 Advise Telephone Operator of Number of Emergency Plan in Operation. Inform the telephone operators of the number of the Emergency Plan placed into operation.

21 16.2-3 keep Airways Clear. Instruct personnel assigned to all cars to remain off the air timess their message is urgent, and to stand by for emergency assignment.

21.16.2-4 Maintain Constant Contact with Communications Car. Maintain constant contact with the communications car at the emergency scene

communications car at the energency scene
21:16.2-5 Advise All at Scene of Location of Communications Car. Advise personnel assigned to all
cars departed to the scene of the exact location of

the communications car

21:16.3 Telephone Operators. Whenever a General Emergency Plan is placed into operation, the telephone operators shall

21:16.3-1 Make Notifications. Upon receipt of signal from dispatcher that a General Emergency Plan is in operation, immediately notify the man in charge at the various bureaus or units of the Police Department, designated in the Pain placed into operation.

21:16.3-2 Maintain List of Notifications Required. Keep available at all times a list of the notifications required for each Plan.

21:16.3-3 Alert All Commands by Teletype, Alert all commands by teletype that an emergency plan is an operation

21:16.4 Civil Defense and Auxiliary Police. All Civi. Defense and Auxiliary Police responding to the emergency shall be directed to report to the command post at the communications car.

21:17 GENERAL INSTRUCTIONS FOR ALL POLICE OFFICERS AND CIVILIAN EMPLOYEES OF THE POLICE DEPARTMENT

21:17.1 Each Police Officer and Civilian Employee to Keep His Commanding Officer Duly Notified Regarding the Following Information: (1) Name, rank bades number address floor of

 Name, rank, badge number, address, floor or apartment number

- (2) Telephone number at which he can be reached in an emergency
- (3) Report any change of address at least twelve (12) hours prior to such change.

(The foregoing are all in compliance with Rule and Regulation 7 .8.2)

21:17.2 Off Duty Personnel. All police officers who who may be off duty shall report to the nearest precinct station whenever Plan #3, or Plan #4 is placed into operation

21.17.2-1 Report to Command Post at Scene, Alioff-duty personnel responding to the emergency shall be directed to report to the command post at the communications car where their presence will be recorded in the log by the supersor officer in charge

21:17.2-2 Display Badge on Outermost Garment. All off-duty personnel shall display their badge on their outermost garment.

21:17.2-3 Assign Off-duty Personnel. Assignments of off-duty personnel shall be based on the requirements of the emergency and the experience and qualifications of the police officer.

21:17.3 Air Raid Alert. All police officers shall take the following action in the event of an actual air raid alert, or an actual enemy bomb attack in time of war.

21:17.3-1 Air Rold Alert Off Duty.

 Display budge on outermost garment and proceed to the nearest public thoroughfare in the vicinity of his location

(2) Direct all moving vehicles, except emergency vehicles, to park at the curb or in a place that will allow free movement of emergency vehicles.

(3) Direct the operators of such vehicles, and all other persons in the vicinity to seek shelter

(4) Take shelter himself, as soon as all persons are safely in shelters.

(5) If no actual attack has taken place, upon the

all clear signal being sounded, and as soon as conditions in the immediate area have returned to normal, report in person to the nearest precinct station

- 21:17.3-2 Air Raid Alert-On Duty.
- (1) Uniformed police officers same as (2), (3), and (4) above $\left(\frac{1}{2}\right)$
- (2) Detectives same as (1), (2), (3), and (4) above.
- (3) If no actual attack has taken place, resume regular duty assignment as soon as conditions return to normal or on order of a superior officer

21:17.3-3 Actual Bomb Attack-On Duty

(1) When no radiation is detected five minutes after bomb attack, uniformed officers shall resume their regular duty assignments, performing all necessary police duties to restore and maintain law and order, to prevent pance and looting, and to said easuals.

(2) Five minutes after bomb attack, all detectives shall attempt to contact their offices for instructions. If this is not possible, they shall report to the nearest precinct station that it is possible to reach, and comply with any instructions issued by the officer in charge of the precinct station.

21 17 3-4 Actual Bomb Attack-Off Duty.

(1) When no radiation is detected five minutes after bomb attack pouce officers shall place their badges on their outermost garment and perform all necessary police dottes to restore and maintain law and order, to prevent panic and looting, and to aid casuals, in the immediate vicinity of their location.

(2) As soon as conditions will permit, police officers shall telephone their command for instructions. If telephone communication is impossible, they shall proceed to the nearest precinct station that it is possible to reach.

21:18 NEGLECT OF DUTY

A violation of any section of the General Emershall be punishable as provided under 6.6 of the gency Plan shall be deemed neglect of duty, and Newark Police Manual of Rules and Regulations

SUBJECT:

G.O. NO. : 71-5 (Revised)

NEWARK INTERNATIONAL AIRPORT

PERFORMED DATE.

DISASTER PLAN

July 7, 1976

SUPERSEDES AND REPLACES. Chapter 22-Manual of Rules and Regulations and G.O. 71-5 (Revised) Dated: September 19, 1973.

SECTION CODE: R-8

All Commands shall remove and destroy General Order Number 71-5 (Revised) dated September 19, 1973 and replace with this Revised Order Number 71-5 dated July 7, 1976.

The purpose of this Order is to revise sections of the Newark International Airport Disaster Plan which are obsolete due to procedural changes implemented by the Port Authority, the relocation of the Port Authority Police Headquarters and the establishment of the Newark Police Department Airport Disaster Plan Container.

This Order consists of the following numbered sections:

- I. INTRODUCTION
- II. REVISION OF CHAPTER 22, MANUAL OF RULES AND REGULATIONS AND GENERAL ORDER 71-5 (REVISED). NEWARK INTERNATIONAL AIRPORT DISASTER PLAN.
- RESPONSIBILITY FOR COMPLIANCE IV. EFFECT OF THIS ORDER

I. INTRODUCTION

- This Order establishes procedures to be followed and defines the duties and responsibilities of department members regarding actual or potential emergency situations at Newark International Airport.
- Pending the publication of a completely Revised Chapter 22 for the Manual of Rules and Regulations. departmental members shall refer to and be guided in their actions by the provisions of this General Order.

PAGE 1 OF 31 PAGES

II. REVISION OF CHAPTER 22, MANUAL OF RULES AND REGULATIONS AND GENERAL ORDER 71-5 (REVISED), NEWARK INTERNATIONAL AIRPORT DISASTER PLAN.

22.1 PURPOSE

This "Plan" is designed to coordinate the efforts of the Newark Police Department and the Port Authority Police Department to successfully cope with (1) an ACTUAL DEMAGNETY, or (2) a POTENTIAL EMPREENCY in connection with the operation of Aircraft at Newark International Airport.

- ACTUAL EMERGENCY defined: an aircraft accident of major proportions or serious fire while aircraft is on the ground or during landing or take-off.
- POIZNTIAL EMERGENCY defined: an afroraft which
 has not yet landed but has difficulty of a serious
 anough nature to require additional firefighting
 equipment to augment firefighting equipment and
 personnel assigned to Newerk International Airport.

In fullfillment of its purpose:

- 22.1 When to put in effect. This plan shall be put into effect in all cases of (1) an ACTUAL EMERGENCY, and in cases of (2) a FOTENTIAL EMERGENCY with the following qualifications:
 - All Traffic Control Points (TCP) listed in Section 22.6 of this plan shall be manned as soon as practical.
 - 2. SEALING OFF ACCESS TO THE AIRPORT. The decision to meal off the mirport at the Traffic Control Points shall be made after consultation of the highest ranking Port Authority Police Superior Officer with the highest ranking Newark Police Superior Officer at the scene.

New "

NEWARK POLICE DEPARTMENT GENERAL ORDER

- 3. An ACTUAL EMBRERECT or a POTENTIAL EMBRERECT does not mecessarily render an afrifield inoperative. The airport could remain operative even though an aircraft had crashed on one of the runwaye or isolated off-runway areas. On the other hand, a troubled aircraft may remain airborne for hours before attempting to land and normal airport business could continue during their period.
- 4. When the decision is made to <u>SEAL OFF THE AIRPORT</u>, all police officers assigned to the Traffic Control Points (TCP) shall divert vehicular and pedestrial traffic as outlined in Section 22:6 of this plan.
- 5. When the decision is made to NOT SEAL OFF THE ARRPORT all police officers easigned to the Traffic Control Points (TGP) shall expedite the normal flow of traffic, giving special attention to the free movement of emergency vehicles to and from the airport vicinity.
- 22:1.2 Cooperation with Port Authority Police. The speed with which this Plan is put into operation in full cooperation with the Port Authority Police Department is a determining factor in the efficiency with which such incident will be controlled.
- 22:1.3 Jurisdiction and Responsibilities. Specific areas and functions have been resolved and sasigned to each of the cooperating agencies. The object of this factor is to establish full jurisdiction and responsibility of both the Newark Police Department and the Fort Authority Police Department.
 - 22:2 THE NEWARK POLICE DEPARTMENT IN FULL COMMAND AT THE

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The Mighest ranking Superior Officer of the Newark Police Department responding to the seargency shall be in complete charge, except where certain functions and responsibilities are here-in-after specified as assigned to the Port Authority Police, the Pederal Auvestimation is cration or the Pederal Bureau of Investigation

- 22:2.1 In the event an aircraft has been hi-jacked inbound to the Newark International Airport, the Federal Aviation Administration has sole jurisdiction while the aircraft is air-borne.
- 22:2.2 If the hi-jacking eminates from the ground at Newark International Airport, the Federal Bureau of Investigation has prime jurisdiction. Control and supervision of the incident will be headed by the arrival of the F.B.I., the Fort Authority Folice vill assume control.

When the conditions of the incident warrant the activation of "General Emergency Plan No. 1" at the airport, said plan and all provisions as detailed in General Order 71-5 (Revised) will be adhered to.

22:3 THE PORT AUTHORITY POLICE DEPARTMENT IN CHARGE OF THE RESCUE OPERATION "INSIDE" THE AIRPORT

When a rescue operation is required within the area of the private property of the airport, the highest ranking superior officer of the Fort Authority Police shall be in charge of such rescue operations. Folice Officers of the Newark Police Department shall implement the requirements of the said Port Authority superior officer in the accomplishment of his responsibility as aforestates.

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NEWARK POLICE DEPARTMENT

22:4 BOUNDARIES OF AIRPORT AREA

This area lies between the following boundaries:

North: Port Street - Route \$1

South: Essex County Line - Elizabeth City Line

East: New Jersey Turnpike

West: Route #1

22:5 ASSEMBLY POINT AND INITIAL ACTION FOR NEWARK POLICE

The " Assembly Point" (#5791) at Newark International Airport shall be on Airport Street adjacent to Building #82 (the old Port Authority Police Garage).

- 22:5.1 Communications Bureau Initial Duties. When the Emergency Flam for Newark Airport is placed in operation, the Communications Desk shall:
 - Give the alarm as "GENERAL EMERGENCY PLAN NO. 1 FOR THE AIRPORT."
 - Immediately assign three (3) motor patrol superior officers and two (2) two-man motor patrol units to the Airport.
 - Assign one (1) Superior Officer and one (1) motor patrol unit to the Assembly Point (#5791), Building #82 on Airport Streat.
 - b. Assign one (1) Superior Officer and one (1) motor patrol unit to the scene of the disaster to set up a Field Command Post.
 - c. Assign one (1) Superior Officer to the Port Authority Police Desk, located on the first floor of Building #10, Tower Road, adjacent to the Control Tower, to set up an overall Command Post.

- Immediately assign the necessary number of motor patrol units to cover the ten (10) Traffic Control Points.
- 22:5.2 Superior Officers Arriving at Designated
 Assignment. The Superior Officers arriving at
 their designated assignment shall immediately
 assume command of our department's operations
 until relieved by higher authority. It is the
 duty of these Superior Officers:
 - 1. Superior Officer at Assembly Point shall:
 - a. Notify Central Communications of his presence,
 - b. Distribute the ten (10) envelopes (9"x12") containing instructions and color coded maps, one to each motor patrol unit assigned to cover the ten (10) Traffic Control Points. These envelopes are stored in the Newark Police Department Airport Disaster Plan Container, located on Airport Street affixed to the west wall of Building #82 (the old Port Authority Police Garage) at the Assembly Point (#5791). The key to this locked container is stored in the Newark Police Department Call Box located directly above and to the left of the Container. Both the Container and the Call Box are painted blue and are marked N.P.D. in silver lettering.

Each envelope contains:

- Newark International Airport area map showing all Traffic Control Points.
- (2) A blowup map of the specific Traffic Control Points a police officer is assigned.

- (3) Instructional sheet to assist the police officer in locating his individual assignment and outlining his duties, upon arrival, at the Traffic Control Point.
- (4) Listing of "Persons allowed Within Newark Police Lines" and a replica of The Newark Airport Emergancy Identity Card which will be displayed on the windehteld of wehicles operated by Newark International Airport personnel authorized to cross Newark Police lines.
- c. Assume responsibility for the area outside the private property of the Airport. He shall check with Gentral Communications to ascertain that the ten (10) Traffic Control Foints, as set forth in 2:6 of this Order, are adequately covered. If any Traffic take immediate stope to have this condition corrected.
- d. Distribute and not explain the contents of the envelopes to the responding polica officers in that they are self-explanatory.
- e. Obtain a Desk Blotter and a copy of the Newark International Airport Disaster Plan, which are stored in the Newark Police Department Airport Disaster Plan Container, and record the assignments on the police officers at their respective Traffic Conrol Points in the Desk Blotter.
- f. Immediately advise, at the time he relinquishes his command, the senior Superior of all assignments that he has made and actions that he has taken while he was in command.

- 2. Superior Officer at Scene of Disaster Shall:
 - Notify Central Communications of his presence.
 - b. Report directly to the Command Post set up by the Port Authority at the scene of the incident where he will have direct knowledge of all the facts.
 - Make a rapid survey of the scene and estimate the seriousness of the occurence.
 - d. Immediate report to Central Communications the scope of the emergency, its exact location and request the necessary assistance.
 - e. Immediately advise, at the time he relinquishes his command, the senior Superior Officer of all sesignments that he has made and actions that he has taken while he was in command.
- Superior Officer at Port Authority Police Desk Shall:
 - a. Notify Central Communications of his presence.
 - b. Establish Newark Police overall Command Post.
 - c. Maintain a Deak Blotter in which every police service and/or incident shall be recorded chronologically. The Port Authority Police shall provide a member of fix department to assist the Newark Police Superior Officer with the Police Deak operations.
 - d. Immediately advise, at the time he relinquishes his command, the senior Superior Officer of all assignments that he has made, if any, and actions that he has taken while he was in command.
- 22:6 TRAFFIC CONTROL POINTS (TCP)

The Traffic Control Points (TCF) consists of ten (10) locations. The six (6) maps accompanying this order depict the ten (10) Traffic Control Points and other pertinent locations.

New

NEWARK POLICE DEPARTMENT GENERAL ORDER

- Map \$1 a general overlook of Newark International Airport with Traffic Control Point locations for orientation purposes.
- 2. Map #2 Blowup of TCP #8 1, 1-A and 2.
- 3. Map #3 Blowup of TCP #s 3 and 3A.
- 4. Map #4 Blowup of TCF #s 4. 5 and 6.
- 5. Map #5 Blowup of TCP #7.
- 6. Map #6 Blowup of TCP #s 8, 9 and 10,

The Traffic Control Points are numbered in order of priority and should be assigned in order, number one (1) through ten (10).

Each police officer assigned to a Traffic Control Point (TCP) shall base his actions upon arrival at the location on one of the following two (2) tactics:

- WHEN NO ORDER TO SEAL OFF ACCESS TO THE AIRPORT HAS BEEN ISSUED BY A SUPERIOR OFFICER:
 - <u>BUTY:</u> EXPEDITE the normal flow of traffic at the TCP, giving special attention to the free movement of emergency vehicles to and from the airport vicinity.
- WHEN THE ORDER TO SEAL OFF ACCESS TO THE AIRPORT HAS BEEN ISSUED BY A SUPERIOR OFFICER:
 - DUTY: DIVERT all traffic as specified in the instructions provided for the assigned TCP below:

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New

NEWARK POLICE DEPARTMENT GENERAL ORDER

TCF 81 Ramp \$10 at intersection of U.S. Routes 1 & 9
Northbound. TCP \$1 is on the highway adjacent to
the old Allagheny and TWA airline hangers, building
\$558 opposite Brewster Road. There is New Jersey
State Highway Department directional sign exected
at the site, which reads:

NEWARK AIRPORT - PORT NEWARK

DUTY: Divert traffic northbound on U.S. 1 & 9 by closing off entrance to ramp \$10.

FUNCTION: This diversion funnels all traffic away from the airport and port area.

NOTE: If the Superior Officer in charge, after consultation with the Port Authority Officer in charge wishes to divert or expedite traffic away from the sirport while still traffic away from the sirport while still the shall order the officer assigned to TCF #1 to drop back 500 feat east to TCF 1-A. This is the intersaction of ramp #10 with ramp #15, opposite building #550. This face #15, opposite building #550. The form of Port Street along ramp #10 and away from airport access road reached via ramp #15.

TCP #2 Ramp #5 at the intersection of Ramp #22. TCP #2 is adjacent to Parking Lot #1, in line with the west end of the old passenger Terminal Building, and 500 feet west of the Public Bus Stop.

<u>DUTY</u>: Divert traffic eastbound on Ramp #5 by closing off entrance to Ramp #22.

FUNCTION:
This diversion eliminates access to the Public Bus Stop (Along Ramp \$22) by funneling traffic eastbound along Ramp \$5 in the direction of Port Street.

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TCP #3 and 3A

U.S. Routes 1 & 9 (Worthbound) highspend entrance to Brewster Road 7 CEP 43 and 3A are adjacent to the fuel storage area at the extreme west end of the old afterpria area. One entrance leads Southbound on Brewster Road, while the other entrance leads Northbound.

DUTY: Divert traffic northbound on U.S. Routes
1 & 9 by closing off All access to
Brewster Road.

FUNCTION: This diversion eliminates access to sirport area via Brewster Road.

NOTE: TCP #3 and 3A are highspeed entrances about 100 feet apart, thus requiring the assignment of perhaps two (2) patrol cars of their equivalent.

TCP #4 Intersection of Port Street and Exit Road

TCP #4 is one of the two Traffic Control Points (#4 and #6) located in close proximity to each other adjacent to the North Terminal Building.

DUTY: Maintain control of intersection which is regulated by traffic signal lights.
Prevent filegal turns, spillbacks and coordinate actions with police officers assigned to TCP \$6.

FUNCTION: This TCP is the focal point for all traffic entering and leaving the Assembly Point and one of the temporary morgue sites (Building \$83).

TCP. 85 West end of Port Street Bridge (Port Street) at the Official Business turnoff into "Inner" Port Street. TCP 85 is located east of TCP 84 at the eastbound approach to the Port Street Bridge over the Turnyfke, opposite Parking Lot 83.

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<u>DUTY</u>: Prevent unauthorized vehicles and pedestrians from entering "Inner" Port Street by diverting traffic east on Port Street.

FUNCTION: Keep "Inner" Fort Street open to the movement of omergency and authorized vehicles to the Assembly Point at Building #82 and one of the temporary morgue either (Building #83).

TCP 86
Street intersection.
TCP 86 is one of two (2) Traffic Control Points (\$\delta'\$ and \$\delta'\$) located in close proximity to each other adjacent to the North Terminal Building.

DUTY: Divert westbound traffic on "Inner" Port Street northbound into Exit Road and coordinate actions with the police officer assigned to TCP \$4.

FUNCTION: This diversion funnals traffic away from Assembly Point area and roads that would allow them access to the airport area.

TOP #7 1-78 Connector at the turnoff for the North
Terminal Cargo Area and is signed accordingly.
The ramp leading to the Airport from 1-78 leads
to Brewster Road, opposite Building #95
(Marriot In Flight), which is adjacent to United
Airlines Hanger #14.

<u>DUTY</u>: Divert traffic by sealing off the Airport entrance (if ordered to seal).

PUNCTION:

This diversion prohibits traffic from entering the Airport, sending it south on 1-78 Connector where the officer assigned to TCF #10 will funnel the traffic southbound on Routes 1 and 9.

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TCP #88 Highspeed entrance Routes 1 & 9 Northbound (Local Lanes). TCP #8 is directly opposite Budweiser Brewery on Routes 1 & 9 Northbound and leads directly into the Airport Complex.

DUTY: Divert traffic Northbound on Routes 1 & 9 by sealing off access.

FUNCTION: This diversion prohibits traffic from entering the airport area.

TCP 69 Entrance to airport area from Routes 1 & 9 Southbound. TCP 69 on Routes 1 & 9 Southbound, opposite Newsk Airport Motel and the North Jersey Equipment Company. It leads directly into the airport complex.

DUTY: Divert traffic Southbound on Routes 1 & 9 by sealing off entrance,

PUNCTION: This diversion prohibits traffic from entering the airport area.

TCP #10 Interstate #78 connector Southbound. TCP #10 is the I-78 connector Southbound directly opposite United States Steel supply. It leads from I-78 directly into the Airport complex.

<u>DUTY</u>: Divert traffic by sealing off mirport entrance.

FUNCTION: This diversion prohibits traffic from entering the aftrport area and funnels it Southbound into Routes 1 & 9.

NOTE: All Traffic Control Points have identification signs, green background color with white lettering indicating the TCP number, on the curbs nearest such points.

When ordered to seal off the airport access routes by a Superior Officer, department members shall not allow any traffic, foot or auto, into the airport via their assigned Traffic Control Points, avecept as stipulated

in Section 22:7.2, Persons Allowed Within Newark Folice Lines", and Section 22:7.3, "Vehicles Allowed Within Newark Folice Lines", or when ordered to do otherwise by a Superior Officer.

Traffic Control Points are designed to control and divert traffic that would normally enter the Airport area.

22.7 NEWARK POLICE LINES

227.1. Neverk Police to Berablish Necessary Police
Lines "Outside" the Airpert. Police lines
shall be established without a Police lines
purpose is to man all Traffic Control Points
for (1) initial supervision of traffic
novement and response of emergency vehicles
and (2) the subsequent sealing off the
airport area if that determination is made
Airport area if that determination is made
Authority Suparior of the ranking Newark Police
Superior at the seems.

If, and when, such determination to seal off the area is made, all unauthorized persons, vehicles, and equipment may affectively be excluded from the scene.

- 22:7.2 Persons Allowed Within Newark Police Lines. The following persons shall be allowed within the Police lines after they have properly identified themselves:
 - Members of the Police, Fire, and Public Works Departments.
 - Officials and employees of the Port Authority.
 - Authorized representatives of the Federal, State, and County Governments in connection with the performance of emergency duties.
 - Representatives of the Federal Bureau of Investigation.

- Federal Aviation Agency Officials authorized for such duty.
- 6. National Transportation Safety Board.
- 7. New Jersey State Bureau of Aeronautics Commissioner and Staff.
- Essex County Prosecutor, Essex County Sheriff and member of their Departments on official duty.
- The Chief Medical Examiner and his representatives.
- 10. Ambulance attendants and doctors.
- 11. Members of the United States Post Office.
- 12. The Mayor of the City.
- 13. The Business Administrator of the City.
- 14. The City Councilmen.
- Persons with valid press and photographer cards.
- Properly identified clergymen.
- Holders of Newark Airport Emergency Identity Cards.

NOTE: Example A depicts the current Newark International Airport Emergency Identity Card. If and when new cards are issued, they shall be inserted in the Newark Police Department Airport Disaster Plan container located and affised to the west wall of Building 982 at the Assembly Point.

NEW EMERGENCY CARD (1976) until further notice. EXAMPLE A



- 22:7.3 Vehicles Allowed Within Newark Police Lines. The following vehicles shall be permitted through Police lines:
 - 1. Police and Fire Department Vehicles
 - 2. Ambulances
 - 3. Vehicles for conveying United States Mail
 - Public Utility Vehicles, i.e., Public Service Emergency, Gas, Electric and Service Trucks, if on duty in connection with the emergency.
 - 5. The Mayor's Vahicle
 - 6. Vehicles belonging to Port Authority Officials and Employees.
 - 7. Vehicles bearing Emergency Identity Cards.

22:8 PORT AUTHORITY POLICE LINES

- 22:8.1 Port Authority Police to Establish the Messaary Police Lines "Within" the Airport Area. The Port Authority Police Department shall establish necessary police lines in the inner area of the private property that constitutes the Port Authority Howark Constitutes the Port Authority Howark Department shall enter the Constitute of the Port Authority in the function assist the Port Authority in this function.
- 22:8.2 Persons and Webicles at Port Authority Folice
 Lines. The Port Authority Folice Department
 shall assume full charge and control of the
 persons and webicles that they allow to enter
 the Port Authority Folice lines.

CAUTION:! "No vehicles, emergency or other, shall enter upon an active part of any airfield where airplanes taxf or take off, without radio clearance from the Control Tower." This is a Federal Aviation Agency safety regulation.

Aviation Agency safety regulation. Department shall enter a section of the airfield UNILESS excepted by a Fort Authority vehicle having radio contact with the control tower. YJOLATION OF THIS CAUTION COULD RESULT IN A DEASTER AND LOSS OF LIFE EVEN GRAZATER

22:9 TELEPHONE COMMUNICATIONS

- Direct line from the Airport Control Tower to the Newark Police Communications Desk:
- Newark Police Direct Line (located at Central Communications) to the Airport Control Tower.
- Newark Police Centrex number, \$7525, to the police dask, Port Authority Administration and Police Building (Building \$10).

New

NEWARK POLICE DEPARTMENT GENERAL ORDER

 The following telephones are located at the Port Authority Police Desk in Building \$10:

> 961-2230 961-2231 961-2235 961-2232

If calling the Port Authority Police Desk from an Airport telephone, it is only necessary to dial the last four (4) digits of each number.

- The following direct private line telephones are located at the Port Authority Police Desk:
 - (a) Newark Fire Department
 - (b) Elizabeth Fire Department (c) Ironbound Ambulance Squad
 - (d) MEDCOM Martland Medical Center
 - (e) Elizabeth Police Department
 - (f) AFA Central Station (Fire Alarm Signals)(g) Newark Police Department Central Ext.
 - 97525
 (h) Control Tower this telephone one way from Tower to Folice Deak for Aircraft
- 22:10 AUXILIARY COMMAND POST TO BE ESTABLISHED

Emergencies.

If the emergency incident is isolated on the fear limits of the Airport Field, the Commanding Officer of the Fort Authority Police shall establish a Port Authority Police Ommand Post, in close proximity to the incident, to serve as a command and communication headquarters. A Port Authority radio equipped police auto patrol shall be dispatched to the scene to act as such command communications headquarters. This is for the purpose of maintaining contact with both the Port Authority and Newark Folice Department.

The Port Authority Tour Commander will be present at the Command Post with Command Officers of all participating agencies. As soon as an incident occurs in the Aircraft Operation Area, Port Authority Operations provides escorts at Assembly Point 85791 to take Command Officers as well as other Emergency Weblicles to the scene.

22:11 RECOVERED PROPERTY

The Newark Police shall be responsible for all property recovered at the scene. This includes the collection, safeguarding, itenizing and final disposition. An accurate record of all property recovered shall be maintained.

- 22:11.1 Property Found on Bodies to Remain with Body.
 - Bodies with property thereon shall be placed in a body bag (body and property) for removal to the morgue.
 - All bodies shall be properly tagged at the place of recovery with a corresponding identification number before the body is removed to the morque.
- 22:11.2 Personal Property Found at the Scene. All property shall be recorded on the proper tag and affixed to the property at the place of recovery. A duplicate tag must be staked at the point of recovery with a corresponding identification number before the property is removed. Every item of information required on the printed tag must be recorded.
- 22:11.3 Parts of Aircraft. No part of the aircraft shall be disturbed unless absolutely necessary or until permission is given by the Faderal Aeronautical Authorities.

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- 22:11.4 Personal Froperty of Injured. The Newark Police Department shall also be responsible for the guarding, removing and safekeeping of the personal property of all injured persons.
 - 22:12 PORT AUTHORITY POLICE TO DESIGNATE FIRST AID STATION
- 22:12.1 The Fort Authority Police Officer in charge shall direct that all cassulties, when possible, be taken directly to area hospitals vis asbulances and first aid agains. In other instances, he shall designate either a building, treatment of the injured. As ferlitten for treatment of the injured.
- 22:12. The Port Authority is presently purchasing a Nobile Dissater Trailer that will be equipped with medical supplies for use at a disaster scene. Responding doctors will be able to treat selected casualties in this trailor, which will be towed to the dissets scene.
 - 22:13 NEWARK POLICE DEPARTMENT EMERGENCY BUREAU
- 22:13.1 Consult with Port Authority Police. The
 Commanding Officer of the Energency Bureau shall
 consult with the Commanding Officer of the Port
 Authority Police stationed at Newark.
 International Airport previous to any possible
 or actual dissert, to determine the type of
 equipment required and the best plan of action
 that cam be taken in the swent of an incident.
- 22:13.2 Dispatch Available Assistance, Whenever an Emergency Plan is placed in operation at the "Airport" the Emergency Bureau shall dispatch assistance and equipment,
 - 22:14 TEMPORARY MORGUE BUILDING

NEWARK POLICE DEPARTMENT

- 22:14.1 Port Authority Police to Betalish Morgue
 Buliding. The Port Authority Police Officer
 in Charge shall salest ather Buliding #83,
 Hanger 14 or both for the Theorem 10 to 10 t
- 22:14.2 Purpose of Temporary Morgue. All bodies, parts of bodies, wearing apparel and personal property that may be atreem in the area will be safeguarded at the morgue.
- 22:14.3 Newark Police Detective Division in Control of Morgue.
- 22:14.3-1 Wear Badge on Outermost Garment. All personnel assigned to the Detective Division shall wear their Department Badge on their outermost garment for proper identification.
- 22:14.3-2 Identify and Safeguard Bodies and Property.
 The Detactive Division of the Newark Folice
 Department shall assume control of the
 identification and safeguarding of all bodies
 and property taken to the morgue.
- 22:14.3-3 Observe Other Rules and Regulations and Procedures Relative to Dodies and Proparty. The Rules and Regulations and Procedures of the Mewark Police Department relative to bodies and Property, shall be placed into effect as soon as possible.
- 22:14.3-4 Assume Responsibility for Command at Morgus.
 The highest ranking superior officer of the
 Detective Division responding to the smargancy
 shell be in full command of the morgus whather
 it is inside or outside the private area of the
 airport.

- 22:14.3-5 Obey Orders of the Chief Medical Examiner.
 The Chief Medical Examiner of Essex County,
 by wirtue of New Jersey State Law, is is
 official charge of dead bodies and property.
 His orders shall be promptly obeyed.
 - 22:15 NEWARK POLICE DETECTIVE DIVISION RESPONSIBLE FOR IDENTIFICATION OF DIASTER VICTIMS
 - 22:15.1 Organization of Disaster Victims
 Identification Decail. The highest ranking
 Superior Officer of the Newark Police
 Detective Division responding to the
 emergency shall organize the Disaster
 Victim Identification Detail. He shall be
 Victim Identification Detail. He shall be
 identification out of details all
 identification out of details all
 responsibility shall bear in mind that
 - Oranization of the Disaster Victim Detail is of utmost importance, and
 - The efficiency and accuracy with which this "detail" functions require that one person must be responsible and must coordinate all activity.
- 22:15.2 Search Teams. SEARCH TEAMS are to be used when bodies are scattered over an area of several acres. Each team shall be assigned to a specific search area and each team shall be allotted a predetermined block of identification numbers as follows:

FIRST TEAM 1 to 99
SECOND TEAM 100 to 199
THIRD TEAM 200 to 299
FOURTH TEAM 300 to 399

The object of this assignment of identification number is to enable the teams to work independently of each other but yet later coordinate and correlate their findings through a centralized final chart.

22:15.3 IDENTIFICATION OF BODIES

- 22:15.3-1 Identify Body Tound Near Airport Light. If a body is found near an airfield light, an identification tag must be placed on the light and identification number thereon must correspond with the number on the func
- 22:15.3-2 Stake Exact Spot of Recovery. If there is no mirfield light or other similar marker available, a stake thrust into the ground and tagged as outlined in (1) above will suffice.
- 22:15.3-3 Place Body in Container. After the bodies are tagged at the place of recovery, they shall be placed in some appropriate container, such as a canvam bag, a blanker or a sheet, and shall be transported to the "TEMPORARY MORGUE" by abulance or truck.
- 22:15.3-4 Make Preliminary Examination of Body. Upon arrival at the "TEMPORARY MORGUE", a proliminary examination of the body shall be made and it shall be accounted for in a "Master Numerical Log".
- 22:15.3-5 Segregated Modies. In order that relatives and friends may systemstically view the victims for identification, the bodies shall be separated as to make adults, feasels edules, make children and female children. Where possible, they shall also be separated according to estimated ago within the toward of the control of the con
 - 22:15.4 IDENTIFICATION OF PROPERTY
- 22:15.4-1 Property Found on Body. Property found on body shall remain with the body.

- 22:15.4-2 Property Found Hear Hody. Property found in the vicinity of a body will not be considered as necessarily belonging to that particular body. However, as this property may aid in identification of the vicini, it shall be placed in a container, all be made of its proximity to the body.
- 22:15.4-3 Questionable Property. If there is any question concerning an item of personal property, it shall not arbitrarily be placed with "any" body, but shall be handled as a separate tem of "QUESTIONABLE IDENTIFICATION".
- 22:15.4-4 Same Identification Number for Body and Personal Property. Personal property shall continue to remain with the body, tegged with the same number as that with which the body is identified.
- 22:15.4-5 Jewelry and Pocketbook Contents. Jewelry and pocketbook contents are most important. Very frequently the first lead relative to the ultimate positive identification of a disaster victim has been obtained from initials and dates within wedding rings, class rings and watches. A relative who appears at the "TEMPORARY MORGUE" to visually identify a loved one is spared the necessity of viewing the remains of numerous victims if one or more items of iewelry or clothing from one particular victim can be exibited to him. Thereafter, it is only necessary for the relative to see the victim from whom the property was obtained.

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- 22:15.4-6 Clothing and Personal Property
 Lemized with Body. An itemized
 list of all clothing and personal
 property identifies with a bodd
 shall be rained it is a good item
 to cut sample and the clothing
 if or the purpose of future
- 22:15.5 Establishment of Case Files. A

 "Gase File" for each body shall be
 established to include such frees as
 a description of the body and
 clothing, a fingerple search
 of personal effects, dental chart and
 datafiled results of medical commission
 or automates.
 - 22:16 CONTENTS OF THE NEWARK FOLICE DEPARTMENT AIRPORT DISASTER PLAN CONTAINER TO BE MAINTAINED IN PRADIMES.

The Fort Authority Police Department shall maintain in readiness a container properly labeled NEWARK FOLICE DEPARTMENT. This container, located on Airport Streat, is affixed to the west wall of Juliding #82 at the Assembly Point. The contents of this container are as follows:

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- 2. A desk Blotter (a book suitable to keep log of events according to their chronological occurrences).
- 3. Ten (10) 9"x12" envelopes containing individual instructions and color coded maps for the ten (10) Traffic Control Points to be assigned to the Motor Patrol Units (see Section 22:5.2 - 1.b).
- A Newark International Airport Emergency Identity Card. Holders of these cards (see Section 22:7.2) will be allowed within Newark Police Lines.
- 5. Five hundred (500) Property tags.
- 6. Two hundred (200) Newark Police Property and Evidence Receipts DP1:152.
- 7. One hundred (100) large envelopes DP1:155.
- 8. One hundred (100) small envelopes DP1:154.

The Commanding Officer of the Staff Sarvice Division shall be responsible for the preparation and delivery of the aforementioned items suitably packaged and properly identified to the Commanding Officer of the Port Authority Police. He shall further be responsible for the replacement of the supply of these items after an incident at the airport or upon the department revisions of such items.

22:17 ACCESS ROUTE TO BE KEPT OPEN FOR EMERGENCY VEHICLES

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In order to assure free access of personnel and equipment to the scene of an emergency, it shall be the responsibility of the Newark Police Commanding Officer in charge thereat to establish and heep open an access route to the establishment of such routes:

- 22:17.1 Access Route. The access route shall be as short as possible, but will extend beyond the area of actual probable traffic congestion to a highway on which traffic is moving freely and which is convenient to responding whicles.
- 22:17.2 Restrictions on Access Route. The restriction placed on the route will be only as stringent as indicated to permit fee movement of emergency of the control of the restriction of all but emergency traffic will place exclusion of all but emergency traffic will place exclusion of all but emergency traffic will place the restriction will be desired results. The seriousness of the indicates desired results. The seriousness of the indicates will be seriousness of the responding will be major factors in determining restrictions to be applied.
- 22:17.3 Policing of Access Noute. The Commanding Officer at the scene will, if possible, pulse the access route in the immediate virule the emergency, with the personnel awailable and will designate a Superior Officer to be in charge of maintaining the route. If additional personnel have been requested to police the access route, the said Superior Officer shall set up a temporary headquarters at a suitable location on the access route, sufficiently removed from the distinct of the emergency, to which the distinct of the emergency of the access route head to the access route shall be made to the accessance aroute headquarters.



- 22:17.4 Informing Communication of Access Route, The Communications Mureau shell be informed of the designated route, the limitations imposed upon traffide, the number of berriers required, if any, and the phone numbers and locations of the temporary headquarters. If necessary, the Communications Bureau shall dispatch District the route pending assignment of other presonnal,
- 22:17.5 Communications Responsibility. The
 Communication Sureau will inform the hospitals,
 fire and other departments and other responding
 agencies of the access route. The designated
 route will also be transmitted to responding
 units of the Newark Police Department, and all
 commands concerned shall be advised thereof by
 teletyme.
- 22:17.6 Removal of Restriction on Access Routs. As
 soon as conditions permit, restrictions on the
 movement of traffic will be removed. The
 Communications Sureau shall be notified of such
 modifications by the commanding officer at the
 scene.
- 22:17.7 Predetermined Access Routes. Access routes to locations where emergencies can reasonably be anticipated shall be predetermined by the Newark Police Department. District commanders and all other commands concerned shall be advised thereof.
 - 22:18 A PRESS INFORMATION CENTER SHALL BE ESTABLISHED

 The Press Information Center will be established

in the Employee Cafeteria, located on the first floor of the Port Authority Administration building #10. This building is located on Tower Road, adjacent to the Control Tower. Telephones will be provided for the Press.

22:19 NOTIFICATION TO BE MADE BY THE NEWARK POLICE COMMANDING OFFICER

New

NEWARK POLICE DEPARTMENT GENERAL ORDER

When there has been an actual emergency involving an aircraft at the airport, the Newark Police Commanding Officer at the scene shall be responsible for the following notifications to be initiated through the Communication Europe.

22:19.1 Local Authorities:

- 1. Newark Police Communications Bureau
- Federal Bureau of Investigation (request F.B.I. Disaster Squad 622-5613)
- 3. Prosecutor of Essex County
- 4. Sheriff of Essex County
- 5. Mayor of the City of Newark
- Police Director of the Newark Police Department
- 7. Chief of the Newark Police Department
- 8. Chief of the Newark Fire Department
- 9. Martland Medical Center
- 10. Elizabeth Police Department

Upon notification from the Newark Folice Department, the Elizabeth Police Department will detail personnel to cover the two (2) entrances to the Airport which are in Elizabeth:

Gate 1-- North Avenue & Division Street Gate 2-- North Avenue, at end of runway \$22, Approximately 200 yards west of the Naw Jersey Turnpike.

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- Federal Aviation Agency Atlantic Aviation Building \$3, Teterboro.
- Federal Aviation Agency Air Traffic Control Station, Philadelphia.
- Federal Aviation Agency Air Traffic Control Station at Trenton.
- New Jersey State Bureau of Aeronautics at Trenton, or notify State Police Headquarters teletype at West Trenton.

III. RESPONSIBILITY FOR COMPLIANCE

Supervisory and Command Officers are responsible for:

- A. Complying with, and making certain, that Subordinate Members comply with this procedure.
- B. Thoroughly understanding and making certain that Subordinate Members understand this procedure.

Inadequacies on the part of operating personnel reflect directly on the Supervisory and Command Officers,

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New

NEWARK POLICE DEPARTMENT

IV. EFFECT OF THIS ORDER

All previous orders and sections of Rules and Regulations are inconsistent with this procedure are repealed,

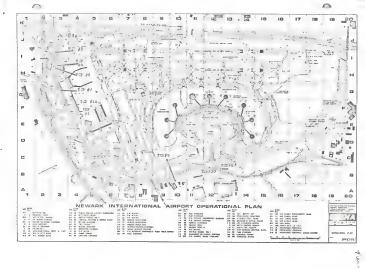
> HUBERT WILLIAMS POLICE DIRECTOR

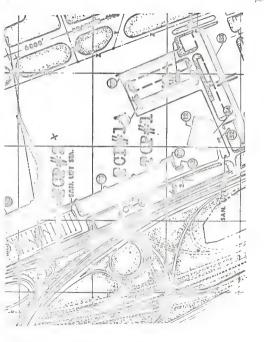
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DISTRIBUTION: All Uniformed Hembers
All functional and geographic units
Each Supervisory Vehicle in Patrol and
Traffic Division

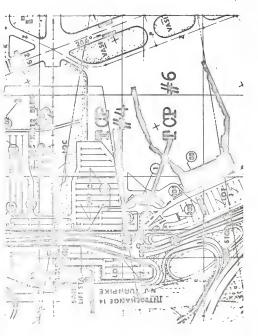
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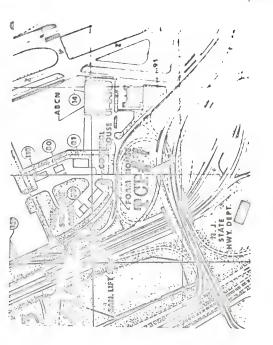
INDEX AS: Newark International Airport Disaster Plan Airport Disaster Plan Disaster Plan-Airport General Emergancy Plan No. 1 for the Airport

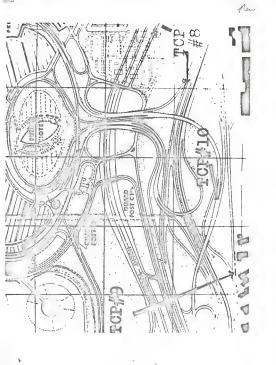












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POLICE DEPARTMENT NEWARK NEW JERSEY

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MEMORANDJM NO. 71 - 192

July 9, 1971

TO: ALL POLICE PERSONNEL

FROM: POLICE DIRECTOR

SUBJECT: GENERAL ORDER NO. 65-12 (Revised) April 10, 1971

CONTROL OF RADIO EQUIPPED UNITS

Effective immediately, all police personnel shall attach
this Mesorandum to General Order No. 65-12 (Revised)
April 10th, 1971. All sections shall be reread and
special attention shall be directed to Sections II,
III C, VI A, B, C, VII A, and VIII (all).

- The purpose of this Order is to encompass all mobile Radio Units, both portable and vehicular, within the cognizance of General Order No. 65-12 (Revised).
- General Order No. 65 12 (Revised April 10, 1971), governs the operation of not only Radio Equipped Department Venicles but all Mobile Radio Units, both portable and vehicular.
- Personnel assigned the responsibility of all Mobile Radio Units, both portable and vehicular, shall be held accountable for compliance with General Order No. 65 - 12 (Revised, April 10, 1971).

John L. Redden JOHN L. REDDEN POLICE DIRECTOR

JLR:RPJ:my

SUBJECT	CONTROL OF RADIO EQUIPPED UNITS		6.0. No. 65-12 (n. sec.
			April 10,1371
SUPERSEDES	ORDER 65 - 12 (Hew) 65 - 12 (Revised)	DATED Apr. 29, 1965 July 15, 1966	SECTION CODE D-3
	65 - 12 (Revised) 65 - 12 (Revised)	July 31, 1969 Feb 20, 1971	

All Commands shall remove and destroy (. 0. No. 65 - 12 (Revised) February 20, 1971, and replace with this revision. All sections shall be reread and special attention shall be directed to Sections II, IV, V and VII.

The purpose of this Order is to establish control of assignments to radio equipped Department units.

This Order consists of the following numbered sections:

- AUTHORITY OF COMMUNICATIONS BUREAU
- II. RESPONSIBILITY OF COMMUNICATIONS BUREAU LIEUTEMANT
- 111. RESPONSIBILITY OF DISPATCHERS
 - IV. FORM DP1:1604 "FAILURE TO RESPOND"
 - V. RESPONSIBLETTY OF DIVISION OF INTERNAL AFFAIRS
- VI. RESPONSIBILITY OF DISTRICT COMMANDING OFFICER AND DESK LIEUTENANTS - PATROL DIVISION
- VII. RESPONSIBILITY OF SERSEARTS ASSIGNED TO FIELD DUTIES
- VIII. RESPONSIBILITY OF PERSONNEL ASSIGNED TO RADIO EQUIPPED DEPARTMENT VEHICLES
 - IX. RECORD CHECKS
 - X. RESPONSIBILITY FOR COMPLIANCE
 - XI. EFFECT OF THIS ORDER
- XII. REPLACEMENT FOR PRIOR GENERAL ORDER

1. ANTHORITY OF COMMUNICATIONS BUREAU

The Communications Bureau shall have control over the dispatching of radio equipped Department vehicles and radio controlled units as detailed in this Dreer. Instructions and orders transmitted over the air shall be fully complied with without delay. These orders carry the authority of the Chief of Police.

II. RESPONSIBILITY OF COMMUNICATIONS BUREAU LIGHTWANT

The Communications Bureau Lieutenant shall:

- A. Whenever in his judgment, the linco stances require such action, assign any Department year lie to respond to a particular scene regardless of patro sector or district boundaries.
- B. When a field unit does not answer the dispatcher's second call to be given an assignment:
 - 1. Execute two copies of DP1:1603:
 - Retain second copy for Central Communications file.
 - Forward origina) to Division of Internal Affairs.
 - Immediately notify the responsible patrol sergeant in the field.
 - Then notify the Desk Lieutenant on duty in the command concerned by telephone and record this notification in the log book in the Communications Room.
 - 4. Send a teletype message to the Division of Internal Affairs that Form DPLICOT "Failure to Respond" has been initiated. Record central complaint number and name of lieutenant motified on the teletype.

III. RESPONSIBILITY OF DISPATCHERS

Patrolmen assigned to the Communications Bureau shall:

A. Accept telephone complaints from callers; make proper referrals of complaints; accept messages and instructions

The Programment personnel; dispatch motor patrol vehicles On assissed, announce messages, toletypes and orders as directed; complete bureau and Department forms; abide by F.C.C. broadcast regulations and follow the procedures and orders set forth by the Bureau commander.

- B. Render service promptly in a business-like manner, without personal references, cmotional statements or curt responses; always maintaining proper broadcast decorum in the Communications Room.
- C. Make all assignments, without unnecessary delay, to the Sector Motor Patrol Car serving are address of occurrence or, if that unit is not available, to the closest available patrol car.
- Bring to the attention of the Lieutenant on duty any complaint or problem of a difficult or an unusual nature which they cannot resolve.
- E. Refer to all radio equipped vehicles, portable receivers, city ambulances, or other city vehicles as "units" without repard to their particular description.
- F. Use the following procedure when transmitting to mobile units:
 - Open wicrophone; announce the radio call number of the unit to be assigned; upon receipt of acknowledgment from the unit called, give the address location of the place of occurrence; announce the designador call signal number which refers to the particular assignment; add explanation when reculred; close microponone.
 - Following acknowledgment by the receiving unit which responds with its radio call number, announce the time the message is dispatched.
 - Make appropriate entries and time stamps on Bureau forms.
- Notify the Lieutenant in charge of the Communications sureau
 of a radio eauipped unit which fails to anseer after its call
 numbers have been announced on two succeeding attempts to
 make an assignment. Once the dispoticher is satisfied the
 called-for-unit is available or anould be available and
 called-for-unit communications of the communication of the Central Complaint report "FAILER ESCOURT".

record the number of the unit that did not answer, the time, and his dispatcher number. He shall then dispatch an available unit to the assignment.

- H. Make all radio transmitted assignments according to specific unit designations and at no time solicit units through a general call for a response, e. g., "Are any units available?"
- IV. FORM DP1:1604 'FAILURE TO RESPON.
 - A. Form DPI:1604 "Faflure to hest of provides the Department with a means to strengt of their vision and control of radio equipped units."
 - B. The Lieutenant in charge of Communications Bureau executes two copies of this form at the time he is notified that a unit does not respond to 1 ispatcher's call as noted in Section II, Paragraph B.
 - C. The original copy of this completed form shall be forwarded immediately to the Division of Internal Affairs; second copy to be filed at Central Compunications Bureau.
 - V. RESPONSIBILITY OF DIVISION OF INTERNAL AFFAIRS
 - Utilize DP1:1604 as reference source to initiate follow-up investigation.
 - B. Submit findings and recommendations to Division Commander and Commanding Officer of Jobils with involved
 - C. Notify Central Communications of mortings and recommendations to complete their file
- VI. RESPONSIBILITY OF DISTRICT COMMANJI.C FICER AND DESK LIEUTENANTS -PATROL DIVISION

Desk Lieutenants shall:

A. Notify the Communications Bureau, at the outset of each duty tour, the Department vehicles assigned to field duty from their commands.

- B. Notify the Communications Bureau Lieutenant whenever it is necessary to take a car out of service because personnel must attend court, or fill in for a school crossing quand.
- C. Contact the Communications desk wherever it is necessary to give assignments to personnel in a radio car, or squadrol and give their reasons for taking this action. Radio units shall not be taken out of service for assignments listed in Section VIII. Parano ch D.
- Accept assignments from the dispatcher during roll calls and relay the information to the uppropriate unit. In emergency situations immediately dispatch a unit without delay for completion of roll call.
- E. Whenever two cars are tied up at the district station house and only one nam from each unit is needed to complete the assignment, the other nam from each unit shall be temporarily termed and ordered to resume patrol until the completion of the station mouse duties by their regular partners. The dispatcher shall be notified as to which motor patrol unit is then in service, and is also to be notified when both units return to service.
- F. Not permit personnel soing off duty at change-over time to come into the police building until roll call has been completed, and the new crew is ready to take over the assignment.

VII. RESPONSIBILITY OF SERGEANTS ASSIGNED TO FIELD DUTIES

Sergeants assigned to field duties shall

- A. Insure that personnel under their supervision in radio equipped vehicles remain on the air as required by this Order; and that they do not be not before commands at change-over time before the reviewing crew has finished roll call and is ready to take over the vehicles.
- B. Monitor all calls affecting personnel in their jurisdiction.
- C. Ride in on i portant calls, supervise the actions of personnel a c support assistance where needed.

- D. Review log sheets to determine when excessive time is being spent on assignments, and if so, take immediate corrective action.
- E. In emergency situations, give assignments to personnel in their jurisdiction, and as soon as possible, notify the Communications Bureau ineutenant.
- F. When notified by the lieutenant on outy at Communications that a mobile unit his onliarshe ad a dispatcher's call, conduct an immediate matter to determine whereabouts and make notation so widtons found.
- 6. Maintain all information concerned findings and be prepared to make all pertinent information available to the investigating Internal Affairs Stricer.

VIII. RESPONSIBILITY OF PERSONNEL ASSIGNED TO RADIO EQUIPPED DEPARTMENT VEHICLES

- A. All personnel specifically assigned to field duties and normally obligated to active patrol in radio equipped whicles, except when on a confidential assignment, shall report in service to the dispatron invadiately upon assuming control of wehicle. They shall thereafter remain on the air to report the confidence of this section of of service as directed by Paragraph E of this section.
- B. As an example, use the following procedure in transmitting to the dispatchers:

Mobile unit: "Unit 315'

Dispatcher: "Unit 315 come :n'

Mobile unit: "Unit 315 gives his message"

Dispatcher: "acknowledges with the time, or O.K. 315" %s message requires

C. Notify dispatcher when going out of service. Except under emergency conditions personnel shall not go out of service without first notifying the dispatcher.

- D. Not be authorized to go out of service for minor cases. Except in cases of necessity, and then only after proper notification to the dispatcher, personnel shall not go out of service for the following:
 - Authorized Department notifications.
 - Lookouts.
 - Open hydrants.
 - 4. Corner lotterers
 - 5. Parking violators.
 - 6 Other similar minor violations.
 - Attendance at court without permission of Desk Lieutepant.
- E. Be authorized to go out of service:
 - On cases assigned by dispatcher which are not listed in the categories set forth in the preceding paragraph.
 - On cases assigned by Desk _ieutenants where the Lieutenants have notified the Communications Bureau.
 - When necessary to take immediate police action, or to conduct record checks of persons stopped for investigation. The Communications Bureau shall be notified as soon as possible in these instances.

IX. RECORD CHECKS

- Record checks shall not be made over radio unless required by unusual or extreme circumstances.
 - B. When possible, field units should utilize a police signal box wich has a direct tie-in with the Records and Identification Bureau.
 - C. When using Command phones, records check or N.C.I.C. information shall be obtained by dialing extension numbers 318 (A-F) 382 (G-MTC) or 383 (MITC-24) exclusively designated for this purpose.

D. When using a private or coin-operated telephone, Department members shall dial 'operator', identify themselves, and request police number 622-5400. Police operator will connect them with any designated Records Bureau extension.

X. RESPONSIBILITY FOR COMPLIANCE

Supervisory and command officers are responsible for understanding and complying with this Order. Inerequating personnel reflect directly on the supervisory and command officers.

XI. FEFECT OF THIS ORDER

All previous Orders and sections of 'Pules and Regulations" and "Manual of Procedure which are inconsistent with this procedure are repealed.

XII. REPLACEMENT FOR PRIOR GENERAL ORDER

Remove and destroy General Order 65 - 12 (Revised) issued February 20, 1971. Replace with this Revised Order.

JLR:TWM:TMcP:VP:mv

Index as:

JOHN .. REDDEN
POLICE DIRECTOR

Distribution: All functional and geograp to units

Control - Radio equipped units Radio equipped units - control of Field record checks Record Checks by field forces

MANUAL OF

PROCEDURE

OF THE

POLICE DIVISION DEPARTMENT OF PUBLIC SAFETY



OF THE

CITY OF NEWARK NEW JERSEY

Adopted May 1, 1948 by JOHN B. KEENAN DIESCTOR OF PUBLIC SAFSTY



This book is the property of the Police Division, Department of Public Safety of the City of Newark, New Jersey. When a member severs his connection with the department, this book must be returned to the Clerk, at Police Head-

quarters, through department channels

Book Number

Name of Member

Badge Number and Rank

Date

JOHN B KEENAN Director of Public Safety

INTRODUCTION FOR MANUAL OF RULES AND REGULATIONS AND FOR MANUAL OF PROCEDURE

The mansals of Rules and Regulations and Procedure for the Police Division, of the Department of the Department of the Department of the Department of the Mansals of the Police performance of their division are surrounded to the Police performance of their division are street. All Incentees of the Devision are street.

All members of the Division are strictly bound by them, regardless of the unit to which they may be assigned if therefore, becomes their duty to carefully study and assimilate all the requirements, so as to be familiar with them and act accordingly.

The first rudiment of good police duty is to obey and set properly, and the rules, regulations and procedure are promulgated for the purpose of laying the basis for proper obedience, guidance and performance of efficient duty.

Ignorance of, or misunderstanding of any of the provisions of the Mannais, will not be secepted as an excuse, in the event, neglect charges, ensanting from failure to observe the rules, regulations or pro-

While the rules, regulations and procedure are laid down under separate titles, emphasis must be placed upon the action that failure to observe the precepts of the Manual of Procedure, as well as any infraction of the Rules and Regulations, may result, a departmental charges.

The rules, regulations and procedure are compiled in accordance with the law, for the information, guidance and gov-

ennment of all members of the Police Division Department of Public Safety, of the City of Newark, New Jersey All rules regulations, procedure and orders, previously issued, contrary to those embodied in the Manuals, are here-

those emodeled in the particle, the right by revoked.

For the good of the service, the right is reserved in accordance with the statute, to amend or revoke any of the rules, resultations or presedure, or add thereto.

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The rules, regulators and procedure
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Mannias. In such events, members shall
apply thermodives to the best of their abiliupplications and procedure, as elocally as
defined and procedure, as elocally as

possible

Faithful performance of duty, and exempary conduct, alone, wis be the guiding factor in determining consideration
of the merit and efficiency of the Members of the Division, for future recogni-

JOHN B. KEENAN

Director

Department of Public Sufety

Date

PROCEDURE (GENERAL)

1 The preservation of the public passes and order the pretection of Lefs and property, the prevention and detection of estima the arrests of offenders and the enforcement of the Laws of the State and Ordinances of the City, are the principal dut us of Police Officers. For these parposes the Police are endowed with legis, authority, in the exercise of which, justice and equity should even the neutral.

ing motives. 2. In the discharge of their duties members should be firm but courteous. and exercise common sense. They should endeavor to obtain cooperation by helping others and bringing them to understand the work of the Pol.co Department. for to achieve true success the Department must win and retain the confidence and respect of the public whom it serves. This can be accomplished only by constant and carnest endeavor on the part of all members to perform their duties in an efficient, honest and business like manner and by exemplary conduct, cultivate in the public mind the realization that the Police Department is a most important requisite to public well-being

and requisite to public well-being.

3. Commanding Officers should realize that their ability to command is accurate, by reflected in the work of their subordinates. If the Rules, Regulations and Procedure isled down for the government of the Police Department are improperly, or not thoroughly applied, the fault will be the procedure of the police of the realized procedure of the subordinates.

rest with the Superior Officers MEMBERS OF THE DEPARTMENT

4. When on patrol duty shall learn to know the people on their posts, whether residing or transacting business thereon, protect them and their properties aid them whenever connstent with their duties. Listen to those in distress and when possible, give advice and assistance to those in med of it protected to the control of the control of

good, aithough costing them nothing 5. Shall at all times conduct themselves as though under the immediate observation of a Superior Officer They should endeavor to acquire perfect control of costons regardless of any personal abuse beaned upon them, avoid degrading themselves in any way and perform their duties honostly, energetically and thoroughly They should always bear in mind that only those who can control themselves can control others. They should associate only with good companions and beware of temptations. The eyes of the public are on them always, whether they are on or off duty and it is upon their conduct that opinion is and worth of the Department they repre-

and works of the Department they repre-8. Shall never place thereadless under special obligation to any person in the shelping of their date, but be free at shelping of their date, but be free at hesitation. Remember that in the execution of their date is they not only act for thermovive but also for the public and the wallare of the popple of Newark demarks their date of the popple of Newark demarks their extrement and continued atimposed upon them. The entire law regional adiating their nunctions he again pion this principa. Be governe, by no feeling, and the second of the principal and the principal

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discharge of their duties they should not
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or damp rown in their actions. S. Shal, prompty go to the scene of an unlawful desturbance occurring in their vicinity, and use their best effects to restore peace and order by moderate means, if possible but should such efforts fall, force may be used, if necessary and the

princ pals arrested

9. Shall familian.ze themselves with
the statutes, laws, ordinances and regulations in force in the City of Newark
and failure to take settlon respecting violations of such statutes, laws, ordinances and regulations coming to their attention or about which they have knowledge will be deemed regiect of duty

10. When requiring a chemical analysis of any substance for use as evidence, shall subsent the matter to their Commanding Officer, who will forward such substance with a written request to the

Bealt sequents in observing the continuous of the public throughfares, and shall premptly report any defects in co-betructions on any street, real-way or sidewals, and shall, if necessary, take prompt action in barrieding same during the day aid in barrieding same during the day aid in barrieding same during lighter thereon at night and shall insect the prempt of the prempt of the prempt of the prempt of the concreptory arises.

12. When they have occasion to inquire as to their dates concarring any matters whatsoever shall sees such information from their Superior Officers and not from any source outside the Department, unless they are so instructed.

13 Except as otherwise provided shall make all applications or official report in writing whenever practicable signing their full mane therein, with laker praise, the provided shall be allowed their praises of the practical shall be allowed their practical to the practical shall be allowed to the practical shall be allowed to the practical shall allow make a written report, when make a written report when the practical shall also make a written report.

14 Upon resignation or dismissal, or who in any way vacates his office, shall surrender to his Commanding Officer or the Chief of Police, all property in his possession belonging to the Department In case of the death of a member his

Commanding Officer will obtain his shield and all other Department property which he possessed and make proper disposi-

15. Upon appointment, and before being assigned to any duties in the Department, or upon promotion to other ranks in the Department, shall take and subscribe to an oath of the office administered by the City Clerk in such form

ss may be required

16. Shall obtain stationery, office equipment and all other necessary supplies only upon requisitions forwarded and approved by Communique Officers to

the Chief Clerk
17 Although assigned to a particular
command must be ready to act wherever
their services may be required; the
sphere of their duties being the entire
City, and they shall at all times carry
their shield keys, revolver, police whistle
and summons book.

18. Except when permitted by proper suthority, all members of the uniformed branch of the Department shall be in complete uniform when on duty; also, when uppearing before the Director of Public Safety, Board of Public Safety, Police Commissioner, and Chief, Deputy

Chiefs or Inspectors of Police

19. Shall report to their Commanding Officer any debinquency, dereliction of duty, violations of the Rules. Regulations and Procedure, conduct, J.sorder, and neglect to the prejudece of good order, effluency and discipling which they observed

or of which they have knowledge 20 Shall not permit any person to solicit business, or offer for sale, any merchandise of any description in any Police building except by permission of

the Commanding Officer The various Preciputa Divisions and Offices are maintained for the conduct of Police business.

tained for the conduct of Police businesis. 21. Shal, refer to the City and Telephone Directories, eval ans desuring the nervices of anyons doctors, automobiles garages or any other conductions of the garages of any other conductions are contractive to the conduction of the contractive required. Solve ing for or recommending any professional or civilies services to any person by members of

the Department are prohibited 22 Shall refer to the office of the Chief of Police all applications for public assemblages, such as parades, public mestings and similar affairs, to be held on public thoroughfares in the City, also for permits to conduct bazuars or like affairs. 23. When perved with papers in a legal procedure, relating to an official act, or in a proceeding to recover damages arising from an action taken in the discharge of police duty the following procedure will be adhered to in case the assistance of the Corporation Counsel a desired, the original papers, together with a statemept of the facts from which the cause for action arose, will be forwarded to the Chief of Police, through their Commandine Officers, for investigation, and he will report to the Police Commissioner as to whether or not the member was engaged in the proper discharge of police duty, with the request that the Corporation Counsel, or a member of the City's Law Department, be assigned to defend the

action

24. Shall confiscate all bills, cards,
phamphlets or handfalls, etc., distributed
or posted in public places, if found to be
of an obscene or offensive nature, advocating the foreble overthrow of the gov-

erament or tending to incite riot or violence. An immediate arrest and complaint shall be made in court, and the confiscated material submitted as evidence, properly marked for identification.

25 In case of a serious vehicle accident on a street or railroad right of way, the

collapse of a building or other conditions that would require assutance, the Preciant Station where the entergency occurs as the conciant Station where the entergency occurs as the connecessary assutance may be rendered. 28 Shall not make any contract on the part of or purchase any archives for the part of purchase any archives for the brothy of the Admin strature Clerk Should an energency areas and the Administrative Cera not immediate, a waitproperties of the contraction of the conposition of the contraction of the processor of processor of

gent necessity

27 When in pursuit of an escaped prisoner or person who has committed a
crime shall frequently sound short signal blasts upon his alarm whists to altract attention of other officers and

e.vilians.

28. Unless specifically assigned to that duty, shall not repair any signal box, rechanical or electrical equipment. Any detect or damage observed shall be immediately reported to their Commanding.

CHEEF OF POLICE

Officer

29 The Chief of Police shall have power to issue orders to the members of the Department, or any individual or individuals thereof, not inconsistant with Law, Rules and Regulations or Proce-12 cure, and each orders shall be typewritten or printed, issued through the Deputy Child for Deputy Chiefs, Inspector or Inspectors, under whose command may be each portions of the membership, individual or individuals affected and such orders shall, be immediately read or conveyed to members of the Department affected thereby. A copy of all orders is sued by the Child of Folice shall be kept

on file in his office
30 He shal, promptly report to the
Police Communitorer the auspension of
any member of the Department, also the
name of any member who by reason of
age illness, injury or other cause does

the dries required of such member 31. He shall have power to order any or all members of the Department to any place in the City where police services may be required and also to transfer members from one command or assignment to another command or assignment to another command or assignred as some approximately explore such as-

confirmation.

32. He shall have power to grant temporary leaves of absence to members of the Department when in his judgment, the interest of the City or the Department wall not a sifer than by

ment will not silter their by
33. He shall forward or cause to be
forwarded to the Commanding Officer of
the Detective Division for nicetication,
all reports of crimes cosmitted in the
baselood by members of the Department
assigned to the Detective Division.
34. He shall refer to the Commandiar
assigned to the Detective Division.

gation be necessary), all complaints filed with him against members of the Department, and upon receiving report of such Commanding Officer, shall forward it with complaint to the Police Commissioner, together with such recommendations as he may deem proper in the

case.

35 He shall receive all reports of the Deputy Chiefs and Inspectors and forward same to the Polec Commissioner, together with recommendations in writing based upon such reports and intended to assist in administering the affairs of the Department.

36. He shall report in writing to the Police Commissioner any special service on the part of a member or members of the Department which he may deem merthorious or worthy of special attention.

37 He shall notify the Police Commissioner before leaving the City

38. He shall make mortally reports in writing to the Police Commissioner showing the business the same and containing such recommandations and containing such recommandations and suggestions as he deems advastible and proper for government and discipline, and shall also make annual discipline, and shall also make annual form of the Department series transactions of the Department of the order of each citerian year for publication in the report of the Department.

DIVISIONAL COMMANDERS DEPUTY CHIEFS AND INSPECTORS

39 Deputy Chiefs and Inspectors shall have supervision of such division of the Department as may be assigned to each by the Director of Public Safety through the Chief of Polles.

40 They shall keep on file in their office, and maintain or cause to be maintained proper record of required police information, police service or business performed or transacted by the various divisions, as are submitted to him, in acording with the Rules. Regulations,

Procedure or Orders of the Department.

11 Tray shall cause the avestigation
of all compliants made by citizens or
members of the Department of any deriliction of duty on the part of any member who by the provisions of the Rules.
Regulations, Procedure or Orders of the
Department, may be assigned to he command of the provision of the Compliant
of the Department of the Chief of Police
or the Compliant
of the Department of the Chief of Police

a written report to the Charl of Police
43. They shall report seen day to the
Chief of Police, except when properly
43. They shall report seen day to the
Chief of Police, except when properly
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Chief of Police, except when properly
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Chief of Police of any commendable service or and of bravery purshall service or and of bravery parts
4501, and from ture to time recommend
aton, and from ture to time recommend
about members of the Department as have

duty

43 They shall hold formal inspections
on days designated by the Chief of Police
of all members of the Department and
their uniforms and all Freenet Stations,
buildings and police equipment under
their surface of the Chief Chief.

their supervision.

44 They shall frequently visit all units
under their supervision at unanticipated
periods of the day and night.

and b

45 They shall have mech hours of an time duty as may be prescribed by the Child' of Polles. Bennian in their colles of Polles. Bennian in their colles of the Polles of Polles. Bennian in their colles of the polles of the City and shall not often as prescribed to the polles of the p

48. The Commanding Officer assigned to the Traffic Position shall make such to the Traffic Position shall make such to the Traffic Position shall make a property of the Position of the Traffic Position of the Conference of the Conference of the Conference of the Traffic Position of accounts and the Conference of the Traffic Position of the Traffic Position of the Traffic Position of the Traffic Position of the Position of the Traffic Position of the Traffic Position of the Position of the Traffic Position of the Position of the Traffic Position of the Po

Chief of Potce.

47 They shall promptly issue to the
membership of their Commands, or any
individual or individuals thereof, all orders received from the Chief of Police
affecting such membership, such orders

to be written or typed and a copy of same to be kept on file in their office

48. They shall submit daily to the Chief of Police not hater than 10 A. M. the daily report sheet on form provided showing the disposition of their force and absentees during the twenty-four hours ending at 8 A. M. and make such other reports as may be required.

SUPERIOR OFFICERS

48 AL 8 sperior Officers shall set an example to all subordinates in sobriety, dignity courtesy, decretion sle'll and diligence, and the observance of proper discipline, and at all times appear neatly attired, near in person and countering.

attired cean in person and equipment 50 They shall not berrow or accept money or gitts of any description from a member of the Department subordinate in rank, or permit a subordinate member to engage in voix of a personal nature

for him with or without compensation. St. Whenever is the necessary per-St. Whenever is the necessary pergress orders for a subordinate not attached to his command, he must receive care to the control of the comment of the control of the command to which such member of the command to which such member are support. Whenever orders no gives a support whenever orders and the support and the support of the command or the support of the

Officer of the action taken

52 Superior Officers shall control and
command. They shall not perform the
work of a subordinate. Should there be
failure or neglect to the execution of any

responsibility by a subordinate it is incumbent upon the Superior Officer to recommend the deciplining of such subordinate.

53 They shall exercise authority in the Department with firmness, kindness and justice Sustain their subordinates when they can do so consistently and avoid, as far as circumstances permit, censoring them in the presence of others.

LIBUTENANTS

bit Shall be particularly careful to entry not the orders of his Cappain. Such our cases of emergency, be countermanded to the case of emergency, be countermanded taken he shall report to the Capable in taken he shall report to the Capable in 50. Shall throughly fraministic himself with the Laws of the Federal Copority of the Capable in the capable of the Capable in of the City and as much of the law of arrest as may relate to the intelligent rection of the numbers under his con-

38 Shall theroughly familiarize hamed with the Rules and Regulations governing the Department, and all matters pertunning to Department success, and properly and infalligently transact the advising and instructing his anordinates in their d.t.e. He shall at all times in the official dealings and rolations with citizens and with members of the Department of the Departmen

DESK LIEUTENANTS

57 Shall call the roll of members has fore sending them on duty, and cause the members to be carefully inspected by a Sergeant, require such Sergeant to be particular in noting in his inspection that and neatly attired that the equipment of and proper place, and that each such member .s in fit condition and property equipped for duty in accordance with the partment In the absence of a Sergeant, the Deak Lieutenant shall conduct the .ne apertion Sign all orders read to the time and date of such reading General orders shall be read at three successive roll calls, and such orders or a conv thereof posted on the Bulletin Board

58 Selection to the English Board of each tour of daily cheefed on the Signal Sheet the name of each tour of daily casely otherwise to contain of day, casely otherwise the contained of each member and report in writing to his Capitan any such member of in fit condition, as well as those more than fitteen minutes late in reporting

59 Shall whenever members are nore than fifteen mautes late reporting for duty, or more than fifteen manutes late reporting off duty, cause immediate investigation to be made by a Superior Officer to ascertain the whereabouts and condition of such members and submit a

written report thereof to his Captain.

60. Shall notify the Captain in writing when any Patrolman is five or more minutes late in transmitting a duty call. When the period of tardiness is fifteen

teay.

minutes or less, order the Patrolman to submit a report group his reasons for being late and if more than differen minutes order the Patronan to submit deplicate reports to his Commanding Offices before reporting off day. When Patrolmen on adjusting poals are five or more mustes into in arothing in their day; calls, obtained and profits to their machine Giffer at the termination of

their tour of duty 61 Shall upon discovering that a mem-

ber of the Department assigned to his Precunct, or any member of the Department assigned to duty in his Precinct, has failted to transmit he day, earl for a dispatch is Sergeant to conduct an invastigation as to why the remarks affect to make such call. In the avent a Sergential, or the second of the conposition of the control of the conposition of the control of t

62 Shall transmit all orders or instructions from competent authority affecting any member of the Department attached to or residing within the boundaries of the command to which such member is amonged

6S. Shall in all cases where arrests are made for an indictable offense, send the prisoner, with an Arrest Blank property executed, to the Bureau of Criminal identification and Records for the purpose of ingerprinting, and where re-

quired, photographing the prisoner.
64 They shall in turning over Federal

prisoners to the United States Marchal or his Deputies, to representatives of the State Police, or other police agencies, or State Police, or other police agencies, or partiments of other municipalities, make note in Arrest Book and on Arrest Cards of the fact of such action, and the name, such action of the state of the state of the shade such officers aga arrest card. He shade such officers aga arrest card. In the officers to obtain procures are deshade such officers aga arrest card. That the officers to obtain procures are de-

65. Whenever any member reports or is reported sick or injured, they shall ism-mediately transmit the facts of the case by telepione to the Licutanata in charge by telepione to the Licutanata in charge structure of the case of the

66. They shall upon the return to duty of any member who has been absent because of sickness or minary, evectie form provided and forward same to the Department Surgeons Office at Police Headquarters without deay, and notify the Desk Lestenant on duty at Headquarters Marks proper record, and notify his Captam in every such case

67 They shall in all cases of injury reported by members, no matter how slight the injury may seem to be, make detailed record of each such case in the Desk Blotter 68 In complaint or casualty cases

PATROL SERGEANTS

70 Patrol Sorgeants at the beginning of each tour of duty, shall reate in command of the contingent of patrolinen assembled at the Procevel Station preparatory to their essignment to posts or other contingent from the Preparator Station to the street. A Patrol Sorgeant shall conduct the ussentially, alignment, impection duty the station of the street and shall continue an

IoBowing procedure.

In the Assembly Room, five minutes before time scheduled for roll call, the Patrol Sergeant shall cause the contingent to form in double rank, tallest men at the right, by commanding, "FALL IN". The contingent properly formed, he will comcontingent properly formed, he will com-

mand "REST" At a signal, oral or otherwise, from the Deak Lleutenant, he shall command, 'SQUADS, ATTEN-TION RIGHT (OR LEFT) FACE. FORWARD (OR COLUMN RIGHT OR COLUMN LEFT) MARCH" so spacing tion thereof The contingent shall be marched, in country of twos, into the Pustness Room and when is center in opposite the center of the Desk, halted by the command, "SQUADS, HALT". It shall then be caused to face to the Desk by the Command "RIGHT" (OR LEFT) FACE" Irregularities in alignment shall then be corrected corrumstances permitting without command. The contingent aligned, it shall be caused to open MARCH' and prepared for inspection by the command, "PREPARE FOR IN-SPECTION The Serment shall then marrert each member of the contingent to ascertain that he is properly uniformed and equipped and fit for duty, promptly apprising the Deak Lieutenant of any de-

ficiency noted Having oppoladed the inspection, the Serreant will take a position in front of and facing the center of the contingent and command, "CLOSE RANKS, MARCH? He will they execute ' About Fuce" render prescribed ashite to the Desk Lieutenant and await the roll call and assignment of members of the contingent to posts or other duties. At the concusson of the roll call he will face the contingent and command, "PARADE REST", then again face the front and assume the position of Parade Rest At the conclusion of the reading of orders. instructions and related official business he will face the contagent and command, "SQUADS, ATTENTION" again face the Deak and render preacribed ashite Upon acknowledgement of salute by the Deak Lieutenant, he shall face the contingent and command, "RIGHT 10R LEFT) FACES, "FORWARD 10R COLTUMN RIGHT of COLTUMN RIGHT of COLTUMN RIGHT of COLTUMN RIGHT of COLTUMN RIGHT, which was treat where he will command, "TAKE streat where he will command, "TAKE

ABSENCE

YOUR POSTS

71 All members of the Department. except as otherwise ordered by the Director of Public Safety are entitled to a leave of absence (annual vacation) each year, with pay The number of days allotted to each rank and the procedure to be followed in the selection of vacation issued by the Chief of Police prior to the beginning of such vacation periods. Any vacation, day off or leave of absence may be auspended in case of positive necessiby by some sudden and serious notice emergency which, in the judgment of the Ch of Police demands that such t me off shall not be given at such time. 72 A., members are entitled to days off for which a school de will be a ranged by the respective Present Commanders. Division Commanders and proper Superior Officers with due regard to the requirements in the particular branches of the service to which they are assigned; and will be so apportunged as to cause as few absences as possible at any one time

from any Precinct or Division.

73. When mutually agreeable and for good reason, any two members may ex-

change their vacation periods or days off, but only with the approval of their Commanding Officer

Commanding University
74. The schedules for days off and vacation periods for Precents and Bureau
Commanders will be avranged by the
Deputy Chiefs or Inspectors properly
having cogmanance thereof with the ap-

moved of the Chief of Police.

75 No mamber shall leave the City without the permission of his or her Commanding Officer, except on such members' day off Approval of an application for vacation shall be considered permission to leave the City on dates appetited, provided the member before departing shall leave with his or her Commanding shall leave with his or her Commanding Officer the temporary vacation.

address.
76. Members shall not absert themselves from duty without the consent of their Commanding Officer and without first mading an iteator en form provided, staring, in detail the reuse and duration and the commanding Officer for approval Violation of its Rule will be deemed ab-

sence without leave
TT Members will be granted leaves of
absence for three days with full pay upon
the fowth of with, but bank pay pon
the fowth of with, but bank pay
the fower, that before absenting themselves they shall make appendingly the reform provided, stating specifically the reterms of the pay of the pay of the pay
themselves, the days on which they will
be absent and present same to their Commanding Officer Velotilies of this Ruis

manding Officer Violation of this Rule will result in loss of pay during absence. 78 Commanding Officers shall send to the Office of the Chief Clerk daily, all ap-

24

plications for leaves of absence from duty, and shall see that the same are properly filled out before being approved. This includes applications for vacations to be verified as to the time applied for and returned to Precinct Station or other

ARRESTS

79 To matters of arrests and the servlee of process, members shall be studed by well established precedent in the Law of Arrest and by the .. muts of the authority given them by statute bearing in mind always that in investing them with certain powers in the enforcement of the law, the preservation of peace, and the protection of his and property, the prevention of crime and the arrest of of able criminally or civilly for any almathereof Members should, therefore, thoroughly and must themselves with law and presquent pertaining to arrest, the issuing and service of process and be guided accordingly. No charge of the subordination or neglect of daty will be entertained against any member who shall refuse a direction by a Superior Offloor or c.t.zen to make an arrest or serve process where such action would constitute a mususe of such member's authority, or render such member liable. 80 An arrest is the taking into custody of a person whether by force or by voluntary submission on his part. More words do not constitute an arrest, unless the offender or the alleged offender, voluntarily consents. Except when the offender or the alleged offender voluntarily consents the intent to take a person into

custody must be shown by some physical act on the part of the police officer, though it be ever so sight, or by its equivalent in some sort of personal corrector.

some sort of personal correlor.

81 No person can be lawfully arrested
or detained by any police officer except
under authority of law. An arrest in
authorized either by a warrant issued
by compotent authority, or without a

warrant under some carcumstances. \$2 A crime is any woong which the \$2 A crime is any woong which the State deems injurious to the public at large and punishable through judden proceeding in its own pame. It has also been defined as an set committed or comitted in violating of a pub.c. law eith-

er forbidding or commanding it.

83. Cr.mes are classified as High Misderreanors and Misdemeanors. These
are an important classification because
the powers to arrest for a High Misdemessor are quite different from those to
arrest for a Misdemeanor.

arrest for a Misdemekaner
84 City Ordi saries are laws passed by
the governing body of the City. Any
person for a violating any Ordinance
may be screated by a Potico Officer, or by
an employee of any Department of the
City Government whose duty it shall be
to reffere said ordinance.

So A warrant is a writ or precept issued by a Mag.strate, Justice, or other competent authority, addressed to a Siterial Constable or other poace officer, requiring him to arrest the body of a person therein named and bring him before a magistrate or court, to answer, or to be examined, touching some offense which he is charged with hawing com-

mitted 86. Warrants are returnable "forthwith" but a warrant remains in force

27

until 8t is returned. By "forthwith" is meant to arreat the offender or the alleged offender, as soon as possible. A warrant remains in force exter the accused has been arreated, so that should he exapp. the officer may be altered by \$1.00 warrants may be altered by its properties of the officer may be altered by lightly the officer may be altered by the officer with the officer may be altered by the officer with the officer may be altered by the officer with the officer with the officer with the or by any other person renders the war-

53 The probable cause" which author zes a poice officer to arrest for a High Missionseanor, or an attempt to commit one, without a warrant, means such facts and circlimstances which would authorize a court to assue a warrant, non proper complaint for the arrest poor proper complaint for the arrest court of discretion and common series.

rant invalid

39 When a pouc officer moses at arrest for a Madementor committed in his presence the words "committed in his presence" means that the officer Income from his own knowledge and trens his own senses, that such Middementor was committed and careot rely upon the statement of others that the person whom he arrests committed by the person whom he arrests committed to the rest immedishely and caused the same arrest immedishely and caused the same arrest immedishely and caused the same arrest immedi-

procuring a warrant
90. A Polico Officer may stop and question any person whom he sees walking
shroad at any time under suspicious circumstances, or whom he may have reason to suspect of unlawful design and
may demand of him his business, identity
and destination, but this subtonity must
be exercised with all possible discretion

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and the officer must use his best judg-

ment at A Police Officer may arrest persons who are prowling around at any time and are unable or refuse to give a satisfactory explanation of their coaduct, or who have in their possession dangerius wespons or other instruments ordinarily used in the commission of crime.

92 When arrests are made by members of the Department the person arrested most be brought to a Precinct Station or Police Headquarters Immeditablished in an emergency. No member shall except under extraordinary orcumstances, release a person from custody unless with the consent of a Superfor Officer, and no such release will be consented to unless the act with which the person is charged and the grounds on which the complaint is made are not such as would warrant the further detention of such person. Denk Officers shall use discretion in all cases of arrest the act with which the prisorer is charged constitutes ar offense for which a person may be lawfully detained, and that there are reasonable grounds for the complaint They shall make proper record of the arrest and cause the prisoner to be searched and lodged in a cell 93 All persons arrested for an indictable offense or any person believed to

er to be searched shit Mogged in a Celling and persons arrested to describe the second to be wanted for an indictable offense, or believed to be wanted for an indictable offense, or believed to be an habitual estiminal shall, in accordance with law, be immediately sent to if-sedquarters to be ingreprinted, a proper record of the arrest is made. An Arrest Blank properly illed out by the

arrest ng officer, stating the nature and details of the case and all weapons, tools, keys, pawn tickets, etc., taken from the person or possession of the prisoner, shall

secompany such prisoner
94. In case of arrest by citizens, prisoners will be detained in the usual manner That, however, is only in the evant
that the best Officer, after carefully conthat the best Officer, after carefully confied that a crively or offense for which a
citizer risy make an arrest has been
committed and that the person arrested

ass con inities it.

S. Cittenes making arrests will be carried on "Arrest Cards" as the arrestling person, and instructed when and
where to appear for the arraignment of
heart cases bear Continued to
such cases. Desir Officers
such cases warrant the services of Detectives, and it so, immediately notify the
Detective Division, so as to enable Detectives to interview such citizen at the

Preconct Station.

86 When members make an arrest for an indictable offense and know that a crime has been committed, they shall make a sworn completint when the primour is arraigned in court, if, in the opinion of the Judge, there is sufficient evidence provided however, there is no dence provided however, there is no state of the primour in the pr

citizen complaint

97 Members shall arrest all persons
who interfere with them in making arrests or serving process, or who aid or
encourage a prisoner to escape, or who
knowingly conceal a person who has

commutated a crime spersor who has commutated a crime special crimes should be detained and sent to Court with the principals in the case. Witnesses should

whenever possible, be detained in a witness room, and not in a cell, unless so ordered by the Commanding Officer 99. Persons arrested for violation of City Ordinances with be arranged at once if Court is in session. If Court is not in session, they will be held in default of

100. In executing warrants for the arrest of persons in their homes, or other buildings, if admission is denied members must have reasonable grounds to suspect that the persons wanted and named in the warrant are within before forcing entrance. They shall in all cases, inform the person or persons refusing to admit them that they are police officers and possess a warrant. After so identifying themselves, persons who obstruct or interfere with them may be arrested and prosecuted, if provable they to avoid arrest. If, however, members have positive information that persons that stolen goods are conscaled in buildings, and the ends of justice may be defeated by delay, entrances should be effected immediately and the persons sought or the stolen goods described se-

101 In executing search warrants, members have the right to search only the places mentioned in the warrant, between sunrise and sunset unless otherwise specified in the warrant, and shall identify themselves if refused admittance. If no person is proceed on the premises asserts warrant should be left. In a conspicuous piece, and the process of the process asserts warrant should be left. In a conspicuous piece, and the process of the premise asserts warrant should be left. In a conspicuous piece, and the process of the premise of the premise asserts warrant should be left. In a conspicuous piece, and the premise of the premise o

102 In cases of a High Missismensor in which a warrant has been issued, the officer may make the arrest whether he does not have the warrant, he does not make the arrest under the warrant also cause the believe the officer of the does not have the warrant, he does not make the arrest under the warrant also cause the believe the officerder has committed a High Moslemensor and also cause to believe the officer has committed a High Moslemensor and making the stream of the does not be the does

with him when making the arrest 103 A search warrant is required to make a scarch of any house building or place, except when in pursuit of a person wanted for a High Mindemeanor, or an escaped prisone, or with the invitation or voluntary consont of the lawful occupant of the portugular place to be

searched

101 Citizens who apply for informstion regarding charges against persons in custody will be told the nature of complaints, unless in the opinion of the Desk Lieutenant, such may tend to defeat the

ends of justice
105. Frisoners will be given the privilege of notifying rolatives, friends or
counsel of their arrest and every reasonable assistance shal, be given to insure
able assistance while begiven to insure
or messenge information by telephone
or messenge shall contain any informent on but that pertaining to the arrest

and the immediate needs of the prisoner 106. Members should bear in mand that prisoners cannot be convicted without swidence. Persons arrested for crime, especially old offenders, should be watched corefully after being placed under arrest, and their conversation should be noted. Members aboutd endeavor to obtain admissions relative to the case in the presence of witnesses, but without making any threats, or promising immunity to

the prisoners
107 In cases of important arrests by
members male prisoners shall be
members male prisoners shall be
presented the Desir Officer on duty. In
minor arrests and arrests by clutens,
Desir Officers shall cause the prisoners to
man. Fernale prisoners snall be searched
by the Matron with all the privacy that
circumstances permit. Desk Officers
ers for all property removed from their

108. An arrest for a High Misdemean, or, or Misdemeanor may be made on any day or at any time of the day or night and if the person arrested escapes or is restuded the officer from whose custody he escapes may immediately purmue and take hom at any time or all any place in a sale of the same of the same and the same

or maxing original arrest.

103 Any police officer is required to
1103 Any police officer is required
to rectain the rectain t

rested by him has committed it. He may not however lawfully made an arrest on susperion that a High Misdemeaner has been committed and that the person ar-

reated has committed it.

11.1 The Officer making the arrest abouth before the prasoner why he is not a server in the first should be for a server it the officer should inform the prisoner of its nature and contents. The request should be grouted, but only the respect should be grouted, but only the prasoner canopin. The safety of the warrant is of no remember for if the prasoner encaping. The safety of the warrant is of no remember for if the prasoner encaping. The safety of the warrant would not affect the right and duty of the officer to who issued the warrant.

112 When a police officer is opposed or resisted in making an arrest and no other efficer is within call he may if necessary, in the name of the State, demand the aid of a by-stander or citizen who must render such assistance when demanded or be

ambert threece and pursoned at 113 When a person charges another with the commuseon of a crime and fractists that the person charged be taken into controlly and the circumstances appeared to the controlled that the controlled the crime three three controlled that the accioned to a Present Station and should require the accuracy, if unknown to him, or there is any other sofficient reason for fit, to accompany blim as companiant.

116. In making an arrest the officer must be careful not to submit his prisoner to any greater severity or insignity than is necessary to effect the arrest and bring the prisoner safely to the Presinct

Station. The State requires the officer to do his duty at all nazards, but in the perbe as considerate as circumstances will permit. No amount of force is too great in making an arrest of it is necessary to overcome an obstanate and dangerous resistance, no measure of severity is fustified where there is no attempt to secure The use of handruffs without good reas son is an unnecessary and uniustifiable indurate. On the other hand the officer must remember that he is respons ble for his prisoner and required to do what is necessary to secure him. The officer must use his own discretion, and if he does his duty in a consistent and careful manner he will be sustified. While the officer to regulred to be as considerate in making an arrest as the circumstances will permit, he must always remember that he is the representative of the law to whose demands a.. must submit The officer is charged with the duty and armed with

the power to compel submission.

115. A police officer should bear in mind that frequently a polite warning to persons guilty of minor offenses will be sufficient, and arrest in such cases should not be made unless the violations are will-

ful and repeated.

118. A politic officer should not use a firearm except in extreme cases, such as in the actual defense of his own or aninterest of the control of the

police efficier should not fire upon a person who is called to halt upon mere suspicion and who, without making any reetstance simply ruos away to avoid arrest. Neither should, the officer shoot at a person who is running away to svoid arrest for a trivial offense. It should be horse in much that there is danger of the supplementation of the supplementation of the label of the supplementation of the supplementation of the label to use always the tumoric caution is

such cases.

117 All persons arrested by members of the Department shall be taken to the Stations in the Presincts in which the stations in the Presincts in which the to do so, in which case prisoners may be taken to any other Presinct Station I cases concerning the Detective Division arrested persons shall be taken directly

118. In the case of Traffic Law offenders, who have been summened and fail to appear as directed, warrants for their

119 Police officers when serving warrants, making arrests on their own initiative, or when ordered to make arrests, must not applicate by stating that they action, or take been ordered by Superior Officers to do so, or any words tending toward molecy.

120 Each member of the Department is responsible for the humane treatment and safekeeping of a prisoner in his custody, or one detained in a building or part thereof over which be has supervi-

sion.

121 A person in charge of the operation of a mechanical apparatus which, if left unguarded, might result in injury to persons or damage to property, shad not, if arrested, be removed until such mechas cal apparatus has been safe-

guarded beyond such possibility
122 No child under restraint who is
actually or apparently under the age of
eighteen years, shall be placed in any
prison or place of confinement or in any
vehicle for transportation, in company
with adults charred or convicted of

123 An unconscious or seriously infured prisoner shall not be taken to a Precinet Station An ambulance or automobile patrol shall be summoned and such prisoner removed to the nearest hospital The arresting officer shall search the prise oner, if a male, in the presence of witnesses and take all property from him as required by these Roles. If a female, the search of such prisoner shall be left to the hospital authorities and any property in her possession which is unlawfully carried, or which is required as evidence. or which is lawfully carried but is dangerous to life or would facustate escape. shall be obtained by the arresting officer and delivered to the Drak Lamitenant An itemized recent shall be given to the hospital authorities for all property re-

ceived from them
124 An arresting officer shall assist in
lodging his prisoner in a cell
125 An officer is justified in using his
night-stick only in self-defense, to prevent a serious crime about to be com-

might sates only in seri-attense, to prevent a serious crime about to be commatted, and to prevent the escape of a prisoner. But where the amount of force used by the officer is more than the occasion requires, it is not justifiable; nor can an officer justify striking with his

37

club a prisoner who merely holds back and does not otherwise resist or endeavor to ewape, hor is the use of abusive language by a prisoner justification for an assault upon kim by an officer having him in costory, and although an officer may not in wift defense he has no right

to retal ate with excessive force 126 Warrauts from any County in the State of New Jersey, other than Romex. must be endorsed by a Magistrate or Judge of the Essex County Courts, for service with a Essay County The arrested person must then be brought before the Magistrate or Judge who endorsed such Warrant, or some other Magistrate or Judge of Essex County where the arher appearance at the next session of The County Courts to be held in and for the Chapty where the offerse was commatted If the arrested person is not able to furnish such bail, he or she shall be turned over to the representative of the City or Courty from which the warrant emanated Failure of any member of the Department to follow out his duty imposed soon him by the statute, makes such member hable to an indictment for an assault and false imprisonment although no actual violence was used. All warrants of this nature shall be submitted to the Commanding Officer who shall see that the proper endorsements

are man thereos 177 Members of the Department shall appear in court against any person whom they may arrest, and will be held responsible for the production of all evidence, whether property or statements, in the courts when the prisoner is arraigned. In the event that the brigoner is ar-

raigned by officers other than the arresting officer it shall be the duty of the arraigning officer to notify the arresting

effect of the date of arragement 138. When an arred is nade and the prisoner conveyed to a Prechet Station, persons not connected with the Department are not to be admitted or allowed to remain in the Presinct Station execept complainant and witnesses) until after the prisoner has been placed in a cell, or determine room if necessary, the doors shall be resurred.

above snan be guarded.

129 When arrests are made by warrant, the arresting officer shall notify the
complainant of the date, court and time
defendant will be arrayped.

130 In all cases where a member of the United States Army, Navy or Marine Corps is arrested on a charge of Desertion from the service, the Desk Officer shall notify, or cause to be notified, the Command to which the strested person is attached, and detain the person until called for by a representative of the unit

13.1 When arrests are made of any omnibus driver or moforman while he is in charge of an omnibus or street car, away from the depot to which they belong members of the Department shall accompany the prisoner by the usual route of omnibus or street car to such depot previous to takeng him to Police

Headquarters or a Precinct Station.

132 When necessary to charge with a crime or offense a person responsible for delivery of United States Mail, members of the Department shall, in case less than High Muddemeanor, cause the issurance of a summons to such person through the proper court. In cases of High Muddense or the proper court. In cases of High Muddense or the proper court.

meanor, the arresting officer shall noisty the superior of such purson in the United States Mail Service, and request superior to designate, a person united superior to designate, a person united by by to take charge of the mail. The arresting officer shall then, before taking the offender to the Precinct Station, secompany him upon the route to the point of turning over the Mails, or, if necessary to the end of the route, but it in

case outside the State
133. Members of the Department in
civilian after when making an arrest,
shall identify themselves by showing
their shield and at the same time announce that they are Police Officers.

134 In mak ng are roste Compers pected of carrying concealed weapons asssearch should be made immediately 135 No member of the Department shall arrest or assist in making arrest, on a United States Court Warrant, except when called unon by a United States

Marshal or one of his deputies for assest ance.

136. Members should always bear in mind when transporting presents they should compel prisoners to sit well forward in the automobile partol, members in charge of such shall not sit near the extreme rear of the vehicle. But in the

compartment provided for Officers.

137 In effecting an arrest and when it is necessary to use the billy or night-stick, experience has shown that a prisoner should not be struck on the head, but only upon that part of the person where the feast in lary might be caused, but with sufficient force to subdue the prisoner. The application of jug literature of the person methods in subduing an unruly prisoner.

is effective.

138. Whenever a member of the Department makes an arrest, or at any time has in shi personal coult-dy a prisoner property of the personal coult-dy a prisoner to prevent the prisoner in amount to prevent the prisoner from rejurition of the prisoner from the prisone

139. When a prisoner is unable to walk, or is in a condition that so offensive to public decency, or when the distance is considerable, an automobile patrol shall be called to convey the prisoner to the

Precinct Station

ASSISTANCE OF CUTZENS 140. Courtesy and civility toward the public are demanded of all members of the Department and any conduct to the contrary will not be tolerated. Members, in their conduct and deportment, shall be quiet civil and orderly and shall at all times be attentive and zealous in the discharge of their duties, controlling their tempers and exercising the utmost nationce and discretion. They must at all times refram from using coarse, viclent, profune or insolent Isnguage, but, when required, must act with firmness and sufficient energy to perform their dottes. They shall be respectful and courteous to all persons seeking information, answering and assisting them as much as possible. Members should be quick to help the aged and infirm, the blind and parsons injured or audemy taken ill and temporarily unable and the for themselves. They should be watchful of young children at all times, but especially before and after school hours, kindly warning them of the danger of playing in tha busy streets or dangerous

141. Persons found on the streets or in public places in an unconscious condition, or sick or injured, unless such be of a minor character, should be immediatebe an apparently serious one requiring prompt attention the person should be taken to the nearest available physician, or such physician should be summoned Members of the Department shall obtain the name, ago and residence, or if unknown, a fu., description of the person mick or injured and a statement of attendant circumstances. If injured on the street, or any public place under the jurisdiction of the City, they shad carefully note the contributory conditions, if any, such as broken payements, excavations, street lights not burning, snow and .ce on sidewalks, etc. They shan promptly sub-

mit written report in all such cases
142 The Commanding Officer of the
Precinct in which any sick or injured
persons are found who have been taken
to a hospital shall cause every possible
effort to be made to locate relatives or
friends of such persons and notify them

of the circumstances

143. In cases of drowning, members
should make every effort to effect a rescue. Word of the case should be sent to
the Precinct immediately so that the
Emergency Division, an ampliance or

if one is not available, an automobile patrol may be a spatched to the scene. Meanwhile First A.d treatment should be rendered where available, he should be summoned in all such cases.

144 Insulation of the three dependent of the taken into cutsody and sent to the Precaset Station, unless relatives or friends espaid of property earing for them are within casy reach. In private cases, members should not interfer, unless physical assistance is actually needed, and in any such case shall make report to the Precinct Station.

145. Lost or missing persons should be taken to their homes-if on post, adforming post, or nearby, if not, they should be taken to the Precinct Station. Children under eighteen years of age, however should not be placed in an automobile patrol, except in emergency due to divess or injury Whenever it is necessary to take persons to their homes. members shall as soon as possible thereafter communicate the fac's to their Precinct Station, and upon reporting in from duty shall make a written report of the case, giveng time, names and addresses of witnesses and such additional information as may be needed in properly making record of the case

ery maning record to the energy measure are quite deferent from those to measure are quite deferent from the property of the Department is required concerning a child or juvenile, such member will take the necessary action as required by the Laws of the State or Ordinances of the City concerning the same, and all reports pertaining thereto shall be forwarded to the proper authorities.

147. The Athletic Instructor shad aid, encourage and rigidly supervise all athletic activities of members using the gymnasium at the Academy and he shall be obeyed and respected by all such

members.

148. He shall be u, dor the immediate command of and submit all reports to, the Comanding Officer of the Academy He shall have such hours of duty as may be prescribed by the Commanding Officer of the Academy, subject to the approval of the Chief of Poice.

149 He shall prevent improper use of the various physical train ng apparatise and other acticles of equipment in the Academy Gymmanium and shall insect that members of the Department seccian care in their tase and handling. He can care in their tase and handling the tas and equipment oling and adjusting zome as ray be required, and see that all are in their proper places, reporting to the Command og Officer of the Acad to the Command og Officer of the Acad

emy any damage or needed reparts 150 He shad ad the Department Surgroups during examination of members prior of their being permitted to use the facilities of the gymnasium and shall rigidly follow the Surgeon's instructions as to the kind and durat on of exercises each member is allowed to indulce promptly stopping any member from exerting himself beyond degree prescribed and reporting to the Chief Surgeon, through the Commanding Officer of the Academy, any member so doing. He shall prevent any member of the liepartment from using the facilities of the gymnasium, unless member has obtained written authorization (on form provided) from the examining surgeon

251 He shall ad and advise all members in his charge in the correct use of weight reducing and missage machines, therefore the proposition of the shall misst upon stret compliance with aball insat upon stret compliance with bloom of the shall misst upon stret compliance with bloom of the shall misst upon stretch and shall the presidence of the Shower Room and all the appreciances and shall take all precisions to prevent infection of members until same permitting and permitting and permitting and provider with the shall be sha

disease to use the Shower Room
122 He shall be an accreded P.rstAlder in accordance with the alundards
of the American Red Crown, and shall
in First Ad conducted at the Academy
to Insure his continued skill and knowledge; in the subject. He shall be raponsible for the authority of Proposition of the
for the authority of Proposition of the
form of the Shall be rapontion of the Shall be raponsible of the Shall be rapontion of the Shall be raponsible of the Shall be rap

styles at any time
153 He shall keep accurate record, on
form provided, of each number using the
pravities and shall require all such members to correctly execute forms provided
showing facilities and appractica used by
recurred information, and he shall, an
addition, make monthly and yearly recapitolistions of same, which shall be
fore of the Academy, to the Chief of

Police, for publication in the annual report of the Department

BATE.

154. A person charged with an ofense which may be tried before a magistrate, may be admitted to be 1 by the Chief of Police or other Poise officer in charge, in the absence of the magistrate and his clerk. The Officer accepting the ball is authorized to take recognizance of ball, with surely or sireties in such reasonable sum as he may deem it. (B.S. 2-219-2).

155 When ball is accepted the Officer accepting hall will so note on the back of the Arrest Card, using the stamp provided for such purposes and forward the ball with the Arrest Card to the Court having jurisdiction, at its next regular.

having jurisdiction, at its next regular sitting 158 Under no circumstances shall an intoxicated prisoner be admitted to ball

CHAUFFEURS

187 Chattfeurs shall cooperate with consumber, bearing in mind that they are policienter responsible for the person of the perso

158. Each chauffeur shall wash and clean at least once a week, the Department Motor Vehicle which he is assigned to operate, and when more than one chauffour is assigned to a vehicle each must take his turn doing this work Thorough washing and cleaning of vewhich are not visible without inspection, as to the parts which are readily seen If necessary, vehicles will be taken out of service to permit this work to be done properly and in such cases Desk Liqutenants will arrange among themselves for other vehicles to respond to calls so that the bus ness of the Department is not interminted. In stormy weather, the running gear underneath mud guards, etc. should be cleaned immed ately with a slow stream of water so that the mud and other accumulations are not permitted to dry and harden thereon. This rule also applies to the extra vehicle when in service in any Precinct or other Department garage, which shall be given the same attention as the vehicles regu-

larly at use.

159. When only one chauffeur is assigned to a Department automobile, such chauffeur shall be entirely responsible for keeping such satomobile clean, and in good running order: greaning, oiling and making all mimor repairs and sejuntments. Whenever in doubt as to needed repairs he will report to his Commanding Oder the condition giving.

trouble.

160 When two chaiffears are assigned to an automobile, their duties in this respect will be as follows.

No. I. Clean engine and all parts thereof or connected therewith under the bood, clean spark plugs, fill all grease cups under the hood and turn.

same down dally, hibricate fan bearings, generator, starter and steering column; clean and fill grease cups under the floor boards and lubricate

wherever oil is required.

No. 2. Labricash clutch, grease universal joint at least every two wests, still all grease cups, including those on springs and apmide boils, less proper amount of grease in rear end and hab caps and, in general, be responsible for the proper lubrication of automobile whenever needed or required, except those parts as are in charge of Chastle.

feur No. 1.
Whenever three chauffeurs are as-

ghall be as follows

No. 1 Clean engine and all parts
thereof, or connected therewith under
the hood, including spark plugs, fill
all grease cups under the hood and
turn same down daily, inbrigate fan

bearings, rocker earms, generator and steering column.

No. 2. Properly clean and lubricate all parts under floor boards, keep grease cups filled and turned down daily, lubricate clutch, stater, etc. No. 3. Fill universal joint with greater at least every two evecus, keep consistent every two evecus, keep consistent every two evecus, keep class and floor every two evecus, and in side (aprings, aprindle bolts, etc.) and (aprings, aprindle bolts, etc.) alled with grease and turn same down

daily, keep grease in rear end hub caps, etc. CHEMICO-TECHNICAL AND BALLISTICS LABORATORY

161. The Laboratory shall consist of a Chemist, Firearms Technician and such assistants and clerical force as may be assigned thereto by the Director of Public Safety

162. The offices of the Laboratory shall be located in the Department Academy be located in the Department Academy and the Laboratory and Labora

Canter of Police.

Canter of Police.

And The Thorntony shall make accummaking of such objects, materials or

pasting of such objects, materials or

related subjects in the field of Forenste

subjects in the field of Forenste

proper authorities in accordance with

official orders, and in addition, where

required, ownext tests and prepare

required, ownext tests and prepare

required, ownext tests and prepare

for to him and report life findings,

firmups difficial comains, to the Chief of

165 Articles, objects, or sperimens, of whitever nature, submitted for test, examination or analysis to the Chemica-Technical or Ballistics Laboratories shall be properly marked or labeled for identification and accompanied by a requisition stating the nature of work

required.

186 The Chemist and Firearms Technician shall make requisition, through the Commanding Officer of the Department Academy, for all materials and

equipment necessary for the operation of their respective inharmatories

167 The Department Chemist shall make analyses of such faces, tubricants and other materials purchased by the Department of Public Rafety and the Bureau of Cristal Purchase as may be submitted to alm by proper authority in accepted, and the public purch, based on accepted standards or purity, or his findings.

108. The Department Firestram Technican shall mass such tests and examination of fire-trans, ammunities and examination of fire-trans, ammunities and examination of fire-trans, ammunities and examination of fire-trans, as may be submitted to him by proper authority in accordance with official orders and make report. based on accepted skalateris of report. Daried on accepted skalateris of Theorems and the fire-transport for the properties of the Fire-transport for the properties of the Fire-transport for fire-transport for the fire-transport for f

required, and to this end shall at all times cooperate to the fullest extent possible in the preparation of exhibits for use in court.

CHIEF CLERK

170. The Chief Clerk shall be charged with the ears and custody of all books, papers, documents and records pertaming to the effice of the Police Department and shall be accountable to the Administrative Clerk of the Department of Public Safety and to the Director of Public Safety and to the Director of Public Safety of there safe and orderly keeping. He shall keep the following records; 1. Of all official actions taken by the Di-

rector of Public Safety or the Board of Public Safety in the trial of any mense but of the Safety of the Safety of the Safety of Safety

Department
171 He shall receive all checks for the
payment of salaries of the members of
the Department, turning them over to
the several Commanding Officers for distribution and obtain receipts therefor.
172 He shall have supervision of the
clerks assigned to his office and resort

to the Administrative Clerk of the Department of Public Safety any neglect of duty or Improper conduct on their part.

173. He shall furnish a bond approved by the D.roctor of Public Safety for the fathful performance of his duties, and

he shall also require the Proporty Custodian to furnish a simular bond.

174 He shall have supervision of all Department supplies and their storage and shall cause to be kept complete and securate record of all stolen and lost property or other articles of whatever description estimated to the Property Uses todian; cause all such property required as exidence in be safely kant and to be 175. He shall be under the supervision of and perform such other duties as may be delegated to him by the Administrative Clerk of the Department of Public Safety or the Director of Public Safety

CHIEF SURGEON

176. All applicants for appointment to the Department shall be medically examined by the Chief Surgeon or his Assistants, who shall report as to their

Minisas
177 The Chief Surgeon shall keep in
his office complete records in each case
of sickness or injury of any member of
the Department, and such reports shall
be completed to the state of the complete the shall
be completed to duty, or the case otherwise properly disposed of "These records
shall only be made svalishle for examinaation by permission of the Chief of Poation by permission of the Chief of Poation by permission of the Chief of Po-

lice 178 He shall file or cause to be filed in his office Departmental forms showing the return to duty of sick or injured members and it shall be his duty to reourse that such forms be forwarded

promptly
179 He shall make a special report to
the Chief of Police in the case of any
member of the Department who has continued on ack leave for a period of three
months and whose disability is of a permanent nature or where the prognosis
for recovery is poor. He shall report
the case of any member of the Department frequently or habitually on sick

teave. 180. Members of the Department having confagious diseases in their homes 52 shall be referred to the Chief Surgeon, and he will have jurisdiction over the member of the Department involved until the termination of the case, in conformity with the Department of Health

regulations
181. He shall submit monthly reports,
on forms provided, to the Chief of Police, of all police cases reported to his
office, and an annual recapitulation of

all business transacted maring under 132. A Police Surgeon having under 132. A Police Surgeon having under seriously III, shall saceriain whether or not the services of a Department Chaplain are desired. If the Chaphain's services are required, the Surgeon shall notify the Telephone Operator at Police religious raith preferred by such mem-religious raith preferred by such mem-

ber 183. He shall report in writing to the Chief of Police the death of any member of the Department.

CORRESPONDENCE

184 Any written communisation containing matter relating to the official business of the Department or to a member thereof, shall be an official communication. It shall be promptly forwarded to its addressed destination through proper channels, unless otherwise directed by

ex the interest of the second property of the communications and reports shall be made upon forms provided expecially for that purpose, or, in cases for which no specials forms are provided, upon Pretinct or Bureau stationery All such communications and reports shall, such communications and reports shall proceed to the communications and reports about the communications and reports shall be communicated by the communication and reports and the communications and reports and the communications are stated to the communication and reports and the communication and reports and the communication and reports and rep

85

195. Members when forwarding communications or reports requiring their signatures shall affix their names in full with pen and ink. The modele name shall be represented by the initial. A Communication shall be written with pen and look or typed and as far as practicable shall deal with only one subject. Comshall deal with only one subject. Onthe type of the control of the conlation of the control of the c

187 When reference is made in the body of a communication to a member of the Department has rank or title, has first name in full, middle initials, surname and command to which assigned, shall be

188. All official communications sent out by the Department, miles otherwise ordered, will be signed by the Chaft of Police or by an official only authorized Police or by an official only authorized with the communication of the Chaft of Police to Mineseer a properly authorized official agains the name of the Chaft of Police to affect has at tall immediately below auch affect has at tall immediately below auch affect has at tall immediately below and affect has at tall immediately below and the agent of the command of the approval of the Command of Officer the approval of the Command of Officer of the Command of the Com

of the Detective Division.

189 All typewritten outgoing official communications shall bear, in the lower left hand corner, the full initials of the persons dictating and the stenographic

typing such communications.

190 Rubber stamps shall under no circumstances be used to sign official communications, except that the stamp of the signature of the Police Commissioner or the Cale of Police may be used by their sides or stenographers on copies of orders and notices.

191 All communications or official appears received and required to be help appears received and required to be help appears received and required to be help appeared to the set of set of set of the set of set of

183 Outstanding clerical and grammatical errors and inaccuracies in names and addresses in communications and reports shall be carefully avoided All Superior Officers signing communications and reports containing such error shall

be hed responsible for the same 194 Official Dupartmental correspordence shall be plan and concise; statements shall be manderstood Each that they cannot be manderstood Each of the General Subject. Introductory or expusasiony paragraphs will be avoided Names especially shall be correctly

195 In a communication or order, when a member is mentioned by name, his grade or rank shall precede the name. The Precinct, Bureau, or unit shall follow the name.

198 Members of every rank shall always sign their full name, rank, number.

and Precinct, Division, or Unit when at-

taching their signatures to reports, complaints or official documents of any kind. The signature in full of members of the Department must be written legibly and followed on the line below by their rank and number

197. All communications of any pature whathever must pass through the office of the intermediate Commanding Officer, except where speciary provided otherwise. In case of pressing necessity in which there is not authors the recessity in which there is not authors the recessity rulet be stated actions the recessity rulet be stated actions the recessity rulet be stated actions.

198 Members are multiorized to communicate with the Director of Public Safety concerning any matter and daclose to him any information, otherance while on active dayl or otherwise. Nothing contained in the Rules and Regulations shall be construed to prevent or shridge this permission conterred upon all members of the Department and no contract and the proposity of the Courter's and the proposity of the

198 Communications, except orders, circulars and stated reports and returns, shall be filed in the order of their numbers, if withdrawn, a s. p. shall be left in their place, adjecting when and by whom withdrawn, if withdrawn permanently this fact and exchangion is to

be noted on the index cards
200 Members are fortuden to answer
communications from outside the Department with reference to the working
of the Department, arrests made, records
of criminals, missing persons or propof criminals, missing persons or propdistributions about the communications shall be
ferred to their Commanding Officer.

CO-OPERATION

201 Co-operation of the highest depree in consulting the business and afcars of the Department shall be required as a superation of the Department shall be required as a superation of the Department shall be reported and the Department shall be superated and all Pristances of evasion action or the consensations of the consensation of animosality, rivally or jealuaty between members action or the consensation of the definition of the definition of the definition of the substantial of the definition of the Substantial of freeding the consensation of the Substantial of the definition of the Substantial of the

202 Membero shall treat their Superor Officers with respect, and, in their demeasor toward their associates in the Department shall be courteous and cosiderate. They shall not under any circumstances, or in any manner whatmoever, speak critically or derogatorily to other members of the Department or to any person outside the Department reearding the orders or instructions issued

by Superior Officers.
200 Members shall not engage in political or religious discussions to the destriment of discipline and will not speak slightingly of the nationality, color race or erect of any person. Deliberations or discussions among members censuring other members of the Department, and all publications of a personal nature relation to official transactions within the

Department are prohibited.

204. Precinct Officers shall promptly report to Headquarters every case coming to their attention requiring the services of Detectives; but this shall is no way relieve them of the responsibility.

for prompt attention to every such case in their respective Precincts.

203 Members, except as otherwise provided, what communicate promptly to the Communication Officer of the Pre-circl at which the same may occur, all critical substitution of the pre-space of the

he subject to charges.

206. Members shall not withhold
Rhowledge of an impending crime, but
shall communed sain information to
Readquarters, direct or through their rehall not be nonstrued as meaning. That
shall not be nonstrued as meaning.

The shall not be nonstrued to defer the choice of the
thorist much would tend to defen the ends

to fit such would tend to defen the ends

of justice
207 Members are required to discharge their duties with coolness and
framess and to time of extreme peril
they should act topether and assist and
protect each other in the restoration of
peace and order Whoever shrinks from
danger or responsibility will be deemed
guilty of cowardice and gross neglect of
duty, and unworthy of membership in the

Department 208. All members are equally responsible with members of the Traffic Division for the enforcement of Traffic Laws and Ordinances. The special delegation of the enforcement of certain laws and Department does not be provious of the control of the provious of the Department does not published for other Divisions from the responsibility of the Divisions from the responsibility.

ty of taking prompt and proper police action relative to violations of any laws or ordinances observed by them or coming to their attention and of which the

Department takes cognisance.

203 It shall be the duty of every member to master thoroughly the subject of First-And to the injured, as taught in the Police Academy in order that they may be prepared to apply the same promptly and correctly in any emergency case which may come to their attentions.

DEATHS BY CRIMINAL VIOLENCE, CASUALTY OF SUICIDE

210. In all cases where a dead or supposedly dead human body is found in any public street, highway alley or other public place or building or in any private place under circumstances ir dicattny that a crime may have been committed, the member of the Department first having knowledge of such shall immediately not fy the Denk Lieutenant on duty in the Presenct in which such body is found. A member of the Detective Division in any auch case shall at once notify the Commanding Officer of the Detective Division. The Desk Lorutenant on duty in the Precinct receiving such information shall immediately inform the Commanding Officer of the Detective Division of the facts, and in addition shau notify the Bureau of Criminal Identification and Records and send an ambulance or automobile patrol to the scene, if same have not already been dispatched. The Commanding Officer of the Detective Division receiving any such notification will assign Detectives to investigate, and where there are suspicious circumstances indicating that a crime may have born committed, he shall not be succeeded by the committed of the shall not be succeeded by the shall not be shall not be shall not way relieve the Officer in the shall in no way relieve the Officer in the shall not be shall not

211 A member finding such body shall not endanger the working of the case by delay, but should enlist the aid of citizens, if necessary, to report same. He shall at once make a superficial examination of the body. He shall never assums that such body is actually dead, except when it is positively obvious to him, as where the same is decapitated. the trunk mangled and severed, or the body is partially destroyed by burning or decomposition, and in the absence of a known physician at the scene to make examination of such body, the member shall apply first aid if it appears necessary and is practicable, until the ambulance or automobile patrol arrives. In no cose shall any member of the Department, except the Department Surecon or one of his assistants decide or judge whether or not such body is dead, such must be decided a every instance by the Chief Medica, Examiner, one of his assistants or some other known physician In cases where such body is not at once pronounced dead by a physician, the body shal, be promptly taken to the nearest hospital, unless it is positively obvious that the body is dead as hereinbe-

fore described.

212 Members of the Department at
the scene of the finding of a dead human
body where a homicide is suspected shall
at once make a thorough investigation.

They shall note the location of the body with reference to highways, streets, alleve sidewakes buildings and other important points or surrounding objects, taking and recording accurate measurements of distances. The direction in which the body is lying and the position. of the arms and legs, head and trunk should be noted. The clothing head covering and footwear on the body should be observed its arrangement or disarrangement, whether wet or dry, clean or soiled, the presence of visible spots, the color of the various pieces of apparel, the material and its pattern, and the name of the maker if any, as far as a superficial examination may reveal. All wounds, injuries, sears, durt, blood and distinctive marks of identification shall be noted as well as the condition of the eves and mouth as to being opened or closed clean or dirty, the expression on the face, and the condition of the hands, whether clean dirty or stained. Members shall also note the presence or absence of any weapon, bullet, cartridge, noteon or any other thang which might indicate the cause of death, and if present, its location with relation to the body Also they shall note the position and condition of furniture and other articles, if any, and prevent their removal, noting if there are any mens or indications of a struccie, and shall be extremely careful to preserve all papers and letters and everything which may have any bearing on the case, and they shall make a minute examination of doors, windows, floors, carpets, walls and contents of stoves and furnaces, and other places for the purpose of discovering information which may be required as evidence. They

shall observe any impression of automobile tires, footprints, fingerprints and other .mpressions of bodies or articles which may be important in the case, and shall cover and preserve the same for proper ut sation. In case of poisoning jars, pots, kettles, bottles and other be preserved. Under no circumstances shall members after the position of the body, or touch or disturb as y article on or near the body or any sings, cartridges or empty shells or other articles which may be helpful in bringing about a solution of the crime, or permit any other person to do so except in obschence to the orders of a Superior Officer, or under the direction of the Chief Medical Exsiner or bia assistant. Members shall exercise extreme care in the handling and marking of weapons and other articles of evidence, bear in mind that cases of homicide are frequently solved through fingerprints, and the characteristics of firearms. Slugs or bullets should be marked for identification on the base or nose, proferably on the base, and never on the cylindrical surface Cartridges and empty shells should be marked on the cylindrical surface and never on the base-preferably just inside muzzle. Particular care should be exercised in the handling of revolvers. mistals or rifles to prevent grit or dirt from getting into the barrel or actuating mechanism which would have a tendency to change the characteristics of test bullets or cartridge cases. AL firearms must be handled carefuly, so as not to dislodge burnt powder or alter position of cylinder or magazine, and preserve them in the same condition as what found; for example, blood should not be removed from a knife, nor rust from a firearm. All such weapons and each individual cartridge, shell, slug or bullet shall be marked by the member in a sim-

213 Members shall make note of the name, age, address, occupation and nations, by of the deceased where such can be learned, and note the names and addreston of all sudnesses of the death all nersons identifying the body, all persons present upon member's arrival and all persons who may be helpful in bringing about a solution of the crime, shall be detained for interrogation Members will earefully note in their memorandum by their investigation, so that they may make an intelligent and accurate report of the case. When more than one memcovery of evidence by one abould be communicated to the other investigators so that they may participate in the discovery and be able to give the same testimony as the original discoverer. Whenever a member of the Department finds a dead or supposedly dead human body, in or at any place hereinbefore described, he shall preserve the scene unchanged as nearly as possible, and prevent all interference with the body or its surroundings until the case is fully investigated and permission for the removal of the body is given by the Chief Medical Examiner or his assistant. Where it is necessary for a physician or an ambulance surgeon to examine a body members of the Department shall caution such physician or surgeon not to destroy evidence of crime.

214. The procedure to be followed in cases where any person shall have died of criminal vicience, casualty or suicide, or in any suspectous or unusual manner shall be in accordance with Chapter 198. PL 1927, entitled 'An Act concerning County Morgue Kopper, defining their powers and duties and regulating the keeping and use of their records" Any member wilfully violating Section 9 of this chanter (R.S. 40 21 61 79) is according to law, guilty of a Mademeanor 215. The member of the Department in immediate charge at the scene of the finding of a dead human body shall extend to the Chief Medical Examiner or his assistant, as well as the Detectives of the Prosecutor's Office the fullest cooperation with a view to effecting a speedy identification of the body, and the

prompt: notification of relatives and friends of the deceased, also make known to them the discovery of all evidence and possible cities, in sue, as the names and possible cities, in sue, as the names and 216. In case, of sudden deaths, deaths from violence, or deaths of persons who have received no medical sid, the Chief Medical Sxammer's Office shall be notided, informing the person in charge of Chief Medical Sxammer in the assessment

is required before a body may be removed to, or from a funeral parlor 217 All unidentified bodies shall be sent to a designated funeral parlor at the

direction of the Chief Medical Examiner or his assistant. 218. Remains found in waters will be brought to shore, to swalt the sirtual of the Chief Medical Examiner or his assistant or their orders to remove the remains to a designated funeral parlor. 219 No fingerprints shall be taken of any dead human body, prior to autopsy, without the consent of the Chief Medical Examiner or his assistant.

220 In all cases where persons have been silled, or zeriously injured, and are likely to die, and if the accident is caused by a motor vehicle, a qualified member of the Department shall examine and test the mochanism of the motor vehicle examination and test shall attend court when the prisoner is arraigned.

DEPARTMENTAL RECORDS

221 The respective Commanding Officers of Precincts and the designated heads of Divisions or other units of the Department shal, be responsible for the proper and accurate keeping of all books. records, reports, documents and files of any kind pertaining to the work of the Department. Flotmen in such shall be in a clear, neat and legible hard and shall be kept in a uniform, bus pessitke and orderly manner, subject to proper inspection Erssures or alterations in records are prohibited. Should a corbe drawn through the original entry and the correction made underneath or in the margin and the person making the correction shall in tial same in the

rection shall butial some in ink
222 The official blotter of a command
shall contain a chronological record of
the movements of the members of the
Department assigned to the command
and a record of all police business af-

fecting the command or any member

thereof, and shall also contain much other entries as may be required by the Rules, Regulations or Official Orders of the Department.

223. Repetition will be avoided When a matter is covered in detail in one record and it is necessary that notice concerning it should appear in the blotter, reference only to the related record shall be made in the blotter.

224. No person shall have access to the Department records except Commanding Officers and members of the Department in charge thereof or at work thereon, or other properly authorized persons. No member shall say two crushes a transcript from Department records, nor permit any such record to be removed from any Department building or office except by completed authority, or

under due process of law

225. It shall be deemed a serious violation of the Eules to permit a blank
space or line in a Department record.

It is especially important that no blank
lines be left in the Desk Blotter

DYING DECLARATIONS

228. In cases of attempted homicide where it is origined that the injuried person party speedily dis, a dyrig declaration of the person of the person person

227 Whenever possible, a dying dectaken in question and arswer form. signed by the persons making it, and duly witnessed. The attendior physician, if any, should be requested to sign the statement. Where there is nother time or opportunity to reduce the statement to writing the words used are adreissable as evidence, and if the officer receiving them cannot remember the exact language, he should state the substance, but it must be sufficiently clear and definite to indicate precisely the meaning and intent of the person making the statement. If the declarant is unable to write, endeavor to have him make his mark instead of his simusture

228. When the member in charge at the scene of a crime, or at a hospital, is informed by a physician that the criminally intered person cannot recover be shall ammed ately noticy the Commanding Officer of the Detective Davisson, who shall at once dispatch a member of his command, if one is not already present, and a stenographer, to take the statement of such dying person If circumstarces require the Commanding Officer of the Detective Division shall himself take such statement. In the event the condition of the injured person does not permit the arriva, of a member of the Detective Division, or a stepographer, the member who is present in charge, shall proceed at once to obtain such dying person's statement in the presence

of witnesses. 228 Since a dying declaration must be taken in accordance with the law, the method of taking same should be carfully studied. The three elements of

17

greatest importance in their order are. That the person making such statement must be of sound mind ? That the person making such statement believes in the hereafter, and in the existence of a Supreme Being. 3. That the person making such statement believes that he, or she, is about to die having absolute-no hope of recovery Relative to the first element, the declarant must be rational and in possession of his, or her mental faculties, to determine that fact, ask the time of day as indicated by the hands of a watch, or clock, or declarant may be asked if he, or she recognizes friends who may be present, or to name the day of the week, or distinguish a color, or give his or her name, age and address or similar information. It possible, procure an examination by a physician to confirm the declarant's consciousness and rational mental condition. Relative to the second element, the declarant must believe in the hereafter, and the existnce of a Supreme Being The religious belief of faith is immatertal A dving declaration obtained from a heathen in a legal manner, who be-Leves in the existence of a Supreme Being and a reward or punishment in the bereafter is ad n. snable. Relative to the third element, the declarant must sense impending death that is, practically immediate death and have absolutely no hope of recovery After the injured nevson has answered the questions in elements two and three in the affirmative. the officer, should proceed with the state-

ment in the presence of witnesses.

230 A dying declaration is admissable only in criminal cases, and then only to show the cause of the death of the declarant, and by whom, and in what manner the injuries were inflicted. Any declaration a dying person may make relative to another crime is not admis-

sable as evidence
231 In event the person making a dying declaration survives his, or her injuries, such statement is not admissable
232 In the event the person accused or suspected of infilleting the rijury is in custody, he shall be brought before the
dying person for the purpose of dentification. This should be done in the pressable to textify us to the manner in which

the identification was made

233. Deak Lieulenauts, before confling Patrolmen to duty at polling places, shall instruct them in the daties required of lenst, they shall also make reported them. They shall also make reported the state of the s

assignment.
234 When members are detailed to
duty at polling places on Election Day,
they must not engage in political arguments or interfere in any way, unless
that a member's duty upon auch
occasions to preserve the peace and see
that an unostructed passage is kept

onen to the voting machines, see that all who wish and are entitled to, can have an epportunity to vote, and when anyone votes or attempts to vote ...egally, arrest him or her. All voters in the at the close of the pads must be allowed to vote members assigned to duty at the polling places shall station themselves at the end of the ane at the time set for the from entering such line of voters after such time. The law provides that no nerson or paraons shall be permitted to lotter or do any electionsering within one hundred feet of either side, or in front of a polling place The provision must he strictly enforced by members.

225. Members have not the right to peter persons from polling places during reper persons from polling places and posfur. charge of the polling places and possess full mathematic polling places and posture of the polling places and posture of the polling places and posture of the polling places and postcarting of voter II any person shall core by disorderly conduct in their persons, or hearing, interrupt or disursness, or hearing, interrupt or disursness, or hearing, interrupt or disursteen of the places of the places of the post-minent stationed at polling places.

236 The Judges of Election are the custodians of the voiling machines, and should any attempt be made to carry away, damage or desirey the machines during the poling or counting of voice, cent to render all assistance in their power to the Judges of Kiection 227 At the completion of the casting of votes, it shall be the duty of the members assigned to polling places to take a position isologuide of voting meahmes and see that the members of the electric places of the control of the con

press 25. At the completion of the counting of the votes, the Electro Officers are reduced to the City Clerk II. It shaws be the office of the City Clerk II. It shaws be the duty of the members on duty at a polling place to accompany, the records to the City Clerk II of the City Clerk II. It shaws be the county of the members on duty at a polling place to accompany the records to the City Clerks office by the most direct route, and not dop or enter any place controlls. Whete two members are present of the country of the count

the records to their destination 239 Members of the Department have the privilege of everyoning the right of the privilege of everyoning the right of their choice on Election Day, but they worked for the candidate or dendering must positively erivan from entering must positively erivan from entering memory, writing, or in any other manner, nor shall they end savor to influence any municipal or other election, or lie-their believal, except their position or influence theirset, ex-

cept to discharge their official duty 240. The right of every member to entertain political or partism opinions and to exercise them freely, when such expressions shall not concern the immediate discharge of his official duties, and the right of elective franchise will be deemed sacred and invisiate

241 Members assigned to duty comparing or verifying any election list, shall perform such duty promptly, thorough-

242 Members of the Department stationed at poling places will report to their Precinct Stations at noon from the nearest signal box or private telephone, the number of votes cast, naming the

243 When stationed at polling places, members shall wear their full uniform at all times and shall refrain from smok-

244 No person, except the Judge and Officer of Election and voters, shall be permitted to be within the guard rall in the polling places.

PIRES, RIOTS, EMERGENCIES

245. At the some of a fire, risk or other emergency, the member of the Department first to arrive wal be in charge of the police functions consected therefore the control of the police function of the department arriving first on the score shall as soon by practicable, notify in which such fire, rot or other emergence.

gency occurs.
246 Members shall clear a space for the deposit of property, safe from flames and shall assume charge of and safely guard the property taken from buildfags during a fire, unless such property be in the possession of its lawful owner. They shall be diligent in preserving order and protecting property from not permit volunteer or other unauthorized persons to interfere with such pro-

erry. Wombers of the Department shall, severy when impressionable wherever their attention is called to a fire by the movement of the fire apparatus or to the location of the fire, apparatus or to the location of the fire, if receiving the communicating with their Prennett Station, and if the fire be in their woman, and if the fire being the communication of the woman of the wom

rounding from the property shall remain have on disky memory shall repose the control of the Fire Dear After the departure of a large property of the control of a large fire, the officer in common the control of a police detail to take charge of the buildings damaged by fire, for the pulpose of preventing innuithorned personal from entering there, no removing property or possible evidence, and also to warn the public of any damers which

may exist
249 A Coramanding Officer, upon an
alarm of fire, shall, if the same be within
his Pretrinct, make immediate inquiry as
to the location and extent of the fire,
and shall promptly dispatch to the score
and shall promptly dispatch to the score
to the control of the state of the state
be incommary, and if the fire be serious
tracestoming, he, himself shall proceed
or threatening, he, himself shall proceed

to scene and assume general supervi on of all the membra of the Depart-

ment present.
200 In the service of a large dres at 200 In the service of a large dres at 200 In the service of a large dress and the service of a which the firemen are hampered in their works, great damage threatened or crimes probable, and the available force and the service of the service of the service of the service of the fire commander and Officers of adjoining Freezitts and their an as well also such number of detectives are now well also such number of detectives.

201 At a large fire, or other important emergency covering an unusually extensive area, the Officer in charge shall establish headquarters at a convenient and a cossible point, in order that he may give general directions a of make smitshed objection of all reinforcements arriving from different Pre-neils When-riving from 80th headquarters he shall assign another Officer to persent him in his

absence
202 It shall be the duty of one of the
reservemen to submit, a written report
of any alarm of fire by which they are
of any alarm of fire by which they are
shall in all cases be particular to ascertain the exact location of the origin, the
time of such fire, location of bounding or
time of such fire, location of the origin, the
time of such fire, location of the origin,
the compant or occupant, probable loss, ensuables, if any, and such addutenal information concerning the fire as may be
necessary to make proper record of anneto buildings carefully for any indication
or buildings carefully for any indication

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the fire may have been caused by design. He shall observe and note in his memorandum book the relative position of goods, or other circumstances which may be of service in determining the origin should it become a matter of legal or criminal investigation Members shall upon discovery of a fire turn is an elarm as quickly as possible from the passed fire a wrom how if the fire appears. to be serious beovever and the fire slarm. how is located at some distance, they shall send in an slarm by telephone if one he near and accessible. When the fire cannot be seen from the fire alarm box, someone should be stationed there to direct the firemen upon their arrival After the alarm and the direction of the firemen have been attended to, members shall proceed immediately to the scena of the fire and render such services as way he necessary If the fire occurs at whicht is a dwelling house it is the duty of members to first arouse some occupant alarm. This may be accomplished by pounding on the doors, or smashing a window, blowing their whistles or any other method which will arouse the ocempants, or attract the attention of officers on admining posts or pricestrans After one or more occupants have been aroused, the sending m of the slarm will be attended to by members as hereinbe-

fore described
23 Upon the surrival of firemen at a
fire, merobers shall yield charge to them,
except that they shall aid the firemen in
assetting occupants of dwellings to the
street if necessary, however, they shall
not interfere with firemen in the manscenes and control of the fire.

254. After seeing to the safety of those in the burning and adjoining buildings or dwealings, members shall establish and maintain police lines to maure sufficient space for the firemen to carry on their work without interference, and allow none but firemen and those provided with fire line badges or pouce cards within the line Fire line badges or police cards do not authorize admission to buildings and members will take such badges or cards from persons attempting to use same for that purpose and eject the offenders from the lines. Fire and police Chaplains or physicians summoned in cases of accident excepted.

255 In all cases where a false alarm of fire has been counded maliciously and with intent, or where there are reasons to believe a fire is of incendiary origin, members shall make every effort to apprehend the person or persons respon-

256. When the services of members are no longer required at the scene of a fire, the runking Superior Officer, the scene of a Superior Officer, the scene seasons of a Superior Officer, the scene Patrolman present, will assemble such members and march them in military order to the Precinct Station, or send them on post as may be proper under the circulated and the scene of the sce

camstances.

257 Members should familiarize themsolves with the location of every fire
solves with the location of every fire
slavm box in their Pre-fort. Failure of
members to report for duty at a fire on
their own or immediately adjoining post
their own or immediately adjoining post
their own or immediately adjoining post
of centing members will be charged accordingly.

258. Members of the Department chall admit within the fire lines the fol-

lowing vehicles. Police or Fire Department Vehicles, Ambulances, Vehicles of lighting or transportation company if upon duty connected with the fire, Vehicles of the Building or Water Department.

hicles of the Bullding or Water Departments.

259 Members of the Department shall not direct the removal of a sick or injured member of the Fire Department from the seene of a fire, except with the knowledge and consent of 8 Superior Officer of the Fire Department.

260 In the maintenance of fire lines members of the Department shall exercise care that the rights of persons and property are not interfered with unnec-

261. In the event of a large riot the Department must function as military body and in conformity with sound tactical methods. Individual members and units of the Department shall operate systematically and collectively under direct command of Superior Officers and with each unit having knowledge of the location and position of all others and, if possible, maintain lines of communic.

cations.

262 If some of red requiring a large
262 If some of red requiring a large
262 If some of red red red
263 If some of red
264 If some of red
265 If some of r

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263 Members of the Department shall make every effort to disperse any large and unruly body of persoys, who are or may become dangerous to the community They shall, in making arrests. first take into custody the ringleaders or unnernals. They shall evercasions and shall art fearleasly and in a concerted manner Physical force must not be resorted to unless absolutely necessary, but if necessary, it should be exercised to a degree required by the circumstances Members in suppresging a mob. shall remain together as much as practicable so as to render their united efforts as effectively as possible.

284. On occasions of riot, or other emergency requiring the services of the Department, the roll shall be called before leaving the Precinct Station by the member in charge, and after returning to the Precinct Station, by the Desk Officer, to ascertain which members, if

THE FLAG

any, are absent.

255 The Flag of the United States shall be displayed on Police Headquarters, the Poice As and my and all Precinct Statons from surfice to somest every day throughout the year, weather permitting. Doormen assigned to these buildings shall be charged with carrying out the Procedure in regards to the dis-

play of the Flag
266 The Flag about he housted
briskly but lowered slowly. When the
flag is displayed from a staff projecting
horizontally, or at an angla from the
window still, belcony, or front of build-

ing, the Union of the Flag should go clear to the peak of the staff, unless the Flag is at halfstaff.

267 When flown at baifstaff, the Flag should be hoisted to the peak for an instant and then lowered to the halfstaff; but before lowering the Flag for the day it should be first raised age, no the peak. By nairtaff, a nearth shaing down the Flag to one-half the distance between the top and halfstaff from sunries until noon and at foliated from sunries until noon and at foliated from sunries until noon and at foliated from son until sun-

set 268. When used to cover a casket, the Flag should be placed, so that the Union is at the head and over the left shoulder. The Flag should not be lowered into the grave or allowed to touch the ground. The Flag draped casket should be carried foot first.

ried foot first 288 When the Fing is displayed in a manner other than by being ilown from a starf, it should be displayed flat, whether indoors or out. When displayed elither horizontally or vertically against a wall, the Union should be uppermost to the observer's left.

the observer's left, upon receiving re-270. Immediately upon receiving report of the control of the property of the part of the control of the part of the which the described member as a signed, shall be lowered to halfstaff and so flown daily until sunset of the day of the funerul of such decosed member Except that upon the death of an Inspector, Deputy Childron Child, Page on to halfstaff, for the specified time

to hairstaff, for the specified time 271. On the death of a member of the Department killed in the discharge of his or her duty, the Figs shall be at halfstaff on the Station to which he or site was attached, for a period of ten days from the day of his or her death. The Figs shall be at halfateff or all Department buildings from sunrise to sunset on the day of the funeral

PUNERAL ESCORTS

272. Upon the death of an active member of the Department it shall be the duty of such deceased member's Commending Officer to acquaint himself with the family conditions of the deceased make arrangements for proper funeral escort and bearers, if members of the family so dearre, also learn if the decensed's family desires the services of the Department Band, the date and hour of burnal, the Church, if any, where serv-Ices are to be held and the place of interment and promptly to so notify the Chief of Police through the proper channels When a death occurs in the immediate family of an active member of the Department the Chief of Pohce shall be notified by the Commanding Officer of the member in whose family such death

273. Upon the death of a retired member the Commanding Officer (or a Superior Officer designated by him) of the Preanct in which the residence is located, upon notification or request of the family of the deceased, shall carry out the procedure outlined in the preceding

paragraph.

274. Unleas otherwise specified escorts at funerals of members of the Department shall consist of the decased's Commanding Officer, (if retired, Com-

manding Officer of Precinct in Which residence is located) one Licutenant, two Sergeants and eight Patrolmen, together with the necessary pallbrarers.

275 Where it is impract, able for the secont to accompany the remains to the complete, their duths shall be confined to attendance at the house and at the duties, if services are held near the duties, they may however accompany place of interment as in the judgment of the Commanding Officer may be advis-

278. The escort will form opposite the residence of the decessed, the center of the crost contered on the entrance of the residence of the decessed whenever conditions will permit. If the Police Band is in attendance same will fall in on the right of the escort. After the formation of the escort all commands until damile as shall be given by the Commandia.

Officer of the execut 277 Frost to the appearance of the 277 Frost to the appearance of the 277 Frost to the appearance of the the command "Added," of the colin the command "Mand Salude" will be given, this post-in the the colon where the command "Added," where two the command "Added," where two the command "Added, where two the command "Added, where the command "Added, and the salude of the command will be at the discretion of the Commandiance Officer, who will be governed by the continuation of the

in the following order

1. Police Band

2. Escort. 3. Clargy. 4. Coffin and Palibearers.

- 5 Director of Public Safety, Deputy Director, Police Commis-
- 6 Chief of Police, Deputy Chiefs, Inspectors.
- 7 Mourners 8 Officers of the Police Force in
- the order of rank

 9 Distinguished Persons
- 10 Delegations 11 Societies.
- 11 Societies 12 Civilians

12 Gvillans anter of the excet ar-19 As the creative of the church the second was a second of the contract of the second was be changed to a 'Company' Front' Inong the church As the coffin is removed from the hurars, the comtally presented the will be given the second to the company of the second to the church are commanding Offiver will inform the excet of the minutes before the church services are nimitates before the church services are

over, prior to the command "Fall Out" 280 Upon completion of the church services the same formation and procedure will be carried out by the escort as at the removal of the coffin from the

281 The Pallbearers w...l accompany the funeral to the cemetery, taking coaches if coaches are supplied and will bear the body from the heavise to the

grave.

282 Members of the Department assigned to duty at the funeral of a member, or along the route of such funeral, shall assume the position of attention and give the regulation hand sainte, as the coffin is being placed or removed from the hearse, or when the hearse passes

him enroute to the cemetery, unless they are actively engaged in the performance of police duty

GIPTS, GRATUITIES AND REWARDS

283. Members are forbidden to receive or accept a reward, grainty or present of any fixed, durethy or indirectly inconnection with any official duple of the connection with any official duple of the control of the connection of the connection of the connection of the public fixed of the connection o

not apply to Court Judgments 288 Members are forbulden to receive or accept presents from other members of the Department from other members of the Department of Debut Safety Nor shall any member suggest, solicit, collect or receive a subscription or contribution for any purpose, nor evter a prize contest, unless permassion be greated by the Director of Public Safety, in each instance, obstance through the

285. No member shall allow the use of his name at any faur, festival or exhihition for the purpose of selling tickets, or setting up or promoting a raffle or

gift enterprise.

288 Members shall not collect money, or receive anything else from citizens or others for the purpose of making presents to or bestowing restimonies upon other numbers of the Department.

287 Whenever a reward or gift of any

description is proffered to a member it

shall to deposited immediately through proper channels with the Director of Pable Safety, together with a report or Pable Safety, together with a report or Pable Safety, together with a report or the part of th

288. No member shall loan to, borrow from, or accept a gratuity or purchases personal property from any person in custody. Nother shall any member make a charge for any service rendered, except by specific permission of the Director of Public Safety.

THURSDAY OFFENDERS

289. Any boy or girl, under the age of eighteen years, arrested by members of the police division shall be charged and arrangeed in accordance with, and as specified in Chapter 77, Laws 1946 (Juvenile Act) pertaining to disposition

290. Whenever a Juvenile is arrested, or committed to the Parental School, it shall be the duty of the officer in charge of the Desk to immediately notify the parents or guardians of such Juvenile Delinquent, sequalisting such parents or guardians with the facts in the case and

201. Juvenile Delinquente, male or formite, shall not be corn'ted in a cell or make, shall not be corn'ted in a cell or make, and the part of the pare of confinement. If not pareled in the custody of parents or guardians, they shall as soon as practicable, be transferred to the Farential School, accompanied by Juvenile (commitment", properly executed by the

Desk Officer
282 Juvenile Delinquents shall not be
conveyed to, or from the Parental School
in an automobile patrot, sor placed in any
vehicle in company with adults charged

with or convicted of crime 293 Whenever a Juvenilo Delaquant to brought before any Commanding Officer, or in his absence, the officer in the

be present, and the chicago research, the chefr castod Juvenille are arrested, two will be made out (Forms 1971) from \$276 to be forwarded to the Record Bureau and Form \$277 to be forwarded to the Special Service Bureau. All arrests of Juvenilles will be entered in the Juvenille

Arriest Book. 250 Whenever a juverile of or over the age of (17) seventeen years who is the holder of a valid license to operate a motor vehicle under the laws of thus state or may other state, violates the Motor Vehicle Act, The Revised Statutes or Traffic Ordinances and regulations of the Christian of the Company of t

of Newark, such wicktions shall not constitute Juvenile Delinquency The officer shall sauce a sourmons yelurnable in the Night Police Court. However, if a Juvenile under the age of (18) eighteen years is found operating a motor vehicle without a valid license, it is still Juvenile Delinquency, and must be handled as such linquency, and must be handled as such

MILITARY COLUMNS

298. Strict observance of the propriets of multary courtest applicable to the Department will be required of animalization that the propriets of the Department and the government and the terminal thresholds of the Department abail to the same as "Hand State" and "Present Saber", prescribed an Trauming Regulations of the United that such as the present and the present saber that the present saber before the Department and the present saber and the Department and the present saber and the Department and the present saber saber

term "Present Saber" changed to "Baton Sabite" 298 The regulation salutes may be tendered or returned by members of the Department in uniform whether covered

or uncovered
299 The regulation salutes shall not
be tendered to or returned by members
of the Department in cuvilan dress, but
for the purpose of these rules, members
waring office coats with shield, or with
shield and insugnis of rank affixed, shall
be considered an uniform.

300 The regulation salutes shall be tendered and returned while walking or standing at Attention, although a Superior Officer seated may return the salute of a subordinate without rising; and a subordinate seated performing a neoeasary task, need not salute a Superior Officer passing or is any way schoolnedge his presence, unless addressed by sach Supernor Officer; and in the transless of the second of the second of the tween Supernor Officers and subordinates seated at work, it is not receively and the subordinate of the second of the mounted or affect, but should demonstradered the subordinate when about to set demonstrate of the second of the sec

801 Except at ceremonies, salutes should not be tendered at distances greater than twenty paces, and for the purpose of these Rules the correct saluting distance shall be six paces, unless it is obvious that the person to be saluted will not approach or pass at that dis-

302 Salutes shall not be tendered by members while riding in public convey-

Sittle Salutes between members should be tendered and returned with smartness and precision. Subordimates, and in the case of Superior Officers of equal the case of Superior Officers of equal the case of Superior Officers of equal the runk sha, salute first. Salutes when the runk sha, salute first. Salutes when salute of returns or acknowledges such assule, or the case of the Superior Officers of the Superior Superior

304 Saintes shall not be tendered or returned with a book; paper, princil or other object, except baten or nightback, in the right hand. Any object had in the right hand, except baton or nightthan the result of the left hand of the left hand before tendermic red to be both hands are engaged no saute should be tredered or returned in such case members about d stend or march at Attain the saintenance of the saintenance of the best sainted in activaviet grown or a saintenance of the best sainted in activaviet grown or as a

305 Members in uniform should not tip their headdress to any person, but offer or acknowledge greeting, in those cases where it is customary to tip the hat in civilian attire, by a slight forward inclination of the head and appropriate oral salutation.

306. Members shall tender regulation asluter to the following individuals, promptly on recognition

DEGINITARIES OF STATE:
The President and Vice-President of

the United States.

Members of the President's Cabinet.

Members of the Senate of the United

The President, Premier, or Ruler of any foreign State or Country The Governor of the State of New

The Governor of any State in the Union on an official visit.

Dignifacies of Church -Clergy of all Faiths and Denomina-

OFFICIALS
The Director of Public Safety of the
City of Newark.

Members of the Board of Commissioners of the City of Newark. The Police Commissioner

The Board of Public Safety as a body

Clergy' Chaplains of the Department.

Members of the Department. (when in uniform) The Chief, Deputy Chiefs, Impactors, Captains, Lieutenants and Sergasants (Sergant

Stenographer) 207 Regulation salutes shall be tendered when about to come into or withdraw from the prescuce of, or on the approach of, or when about to address, or unon being addressed by, a person or body ontitled to such salutes; during the playing of the National Authem, at the approach of and during the passing of the National Colors, at the passing of the remains of a Dignitary of State or Church, Official, Chaplam of the Department Member of the Department of whatever rank, the flag-draped casket of any person; and when in runks, at the command of the Superior Officer, or

member in charge

308 Whenever the National Colors
shall be halted within six paces of any
member or body of members, regulation
salates shall be terminated and those

members uncovered shall cover, after a lapse of ten accords. 309 Members in uniform when entering the office of the Director of Public Safety, the office of any member of the Board of Commissioners of the City of Commissioners of the City of missioner, the chambers of the Board of Public Safety during season, if covered, shall uncover Members in uniform when entering court, church, the chambers of the Grand Jury, the presence of the dead (except at the scene of a

crime), if covered, shall uncover
310. Members in uniform when meeting or passing a Superior Officer in uniform shall tender the prescribed salute,
unless impracticable to do so. Any salute tendered by such subordinate shall

be acknowledged by the Superior Officer.
311 Members when entering the presence of a Superior Officer or upon being addressed by him shall assume the position of Attention and remain in that position until orders, instructions or composition until orders, instructions or com-

addressed by him shall assume the position of Attention and remain, in that position until orders, instructions or conversation, a completed, unless otherwise directed by such Superior Officer 312 When referring to or addressing

all when reserving to or sourcesting as a Superior Officer whether on, or off duty, the appropriate title of the officer and no omission, attended to the description will be permitted. Superior Officers in addressing members without officia, rank, aball use the prefix "Patrolman" or 'Officer".

313 Members luning parade routes or at first or on other constants when a large number of polesmen are assembled for a specific purpose, will not ashde Superior Officers unless they address or are addressed by such Superior Officer. With in ranks or formation members will not satult unless directed to do so will not satult unless directed to do so

by the member in immediate command.

314 Salutes shall be used by members in uniform and shall be made with the hand, or with the baton (Nightstick), and in the following manner

nd in the following manner
HAND SALUTE:

Raise the right hand smartly until the tip of the forefuger too, the ste lower part of the headdress or forehead above the right eye, thumb and fingers extended and joined, palm to the left, forearm inclined at about 45 degrees, hand and wrist craight, of the same time When the straight of the same time When the salute as acknowledged drop the arm smartly to the side.

BATON (NUMBERS) SALUE.

Grusp the handle of the baton firmly in the right hand, thumb extended along baton, raise baton so that the hand will be at height of chin. back of hand to the front, baton at an

angle of about 50 degrees. 315. Whenever the Director of Public Safety, the Police Commissioner, any member of the Board of Commissioners of the City of Newark any member of the Board of Public Safety- Chanlain of the Department, a dignitary of Church or State, or Superior Officer above the rank of Lieutenant shall enter any room in which there are members of the Department (except in a trial room or court room, or when engaged in the performance of police duties which make it impracticable), the first member to become sware of the presence of such person shall promptly call "ATTENTION" and all such members present shall promptly assume the position of Attention, and so remain until such person. leaves the room, or until otherwise ordered or directed by such person.

NOT IN BOOM STORY

In uniform, covered or uncovered, without baton. With the hand as-

In uniform, with baton. With the baton salate In civilian clothes, covered Uscover with the right hand and hold the headdrase converte the left

the headdress opposite the left shoulder in inclonent weather the headdress may be slightly raised from the head.

In civilian clothes, uncovered. Stand at attention, do not salute

IN FURNATION

Without batons. The command shall be brought to "Attention" and the Commanding Officers and each other officers and patrolmen as are not in ranks shall rive the hand

salute
With batons. The command shall
be brought to "Baton Solute" and
the Commanding Officer shall him-

self give the "Baton Saiste"

317 Members saluting the "National
Anthem" shall, except when in ranks,
face the music, the salute shall be rendered at the first note of the Anthem
and continued outli the last not has been

SALUTE TO NATIONAL COLORS

318 Unless performing police duty requiring immediate attention, members

shall salute the uncased National Colors at It passes on all public occasions, ceromontes or parades, or when it is carried into any building, room or other place where they are present, including funcrals where the casket or casson is drawnal where the casket or casson is funcdated with the Fing of the United States, as follows:

NOT IN FORMATION

In uniform, covered or uncovered, without baton With the hand saliste. In uniform, with baton With the

buten salute
In civilian clothes, covered. By
uncovering with the right hand and
holding the headdress opposite the

left shoulder
Without batons The command
shall be brought to "Attention" and
the Commanding Officer and such
other officers and pulvolumen as are

not in ranks shall give the hand salate.
With batons. The command shall be brought to "Baton Salute" and the Commonding Officer shall himself give the baton salute. Following which he shall give the common which he shall give the com-

In motion The command shall execute "Egen Right" for left) upon convioud, and the Communicing Officer and other officers and participates not be routed that the batten it battens are curried and with the hand, if battens which the Oramanding Officer which the Oramanding Officer shall give the command.

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Property.

319 A command "AT EASE" at a halt, shall be brought to "Attention" upon the approach of the National Coiors from or in a direction paralleling its resr. In such cases no salute shall be

220. A command "AT EASE" at a halt, shall be brought to "Attention" upon the approach of the National Colors from or in a direction paralleling its front; and when at a distance of six paces prescribed, salutes shall be rendered.

scribed salutes shall be rendered 321. When passing a reviewing officer the Department Colors are dipped six paces before reaching the officer and raised to "Carry" when an paces beyond. the unformed ranks with the Note the unformed ranks with the Note and Department Colors present, the Department Color Berner renders a sature by dropping the staff forward the length of the arm fataff about 45 degrees).

without removing it from the carrier 323. At the command "Cover", "Carry Batons", "Front", or when the hand of the Commander is lowered from the hand saute, the Department Colors are again raised to the Bostion of "Carry".

PROPERTY

324 Members finding lost or abandoned perishable property, where the ownership of such property is not known, shall cause same to be removed to the Precinct Station and the Commanding Officer of such Precinct shall order its distribution to hospitals or other insti-

tations having use for same.

325. All cumbersome property received, such as old metals, ropes, junk,
etc., may be receipted for at the Precinct
or Division where same is recovered.

222. When a member receives a subposals for a court, providing the Property Custodian has not been subportant, it shall be his duty to see that all evidence that he may have in the case such as tools, weapons books, documenta, clothing, jewelry implements, or tolen property, that has been placed in the property room is produced in court and given to the County Presentation

227 When a member searches a priscorn at the Desk, he shall count all money taken from the princer before handing it to the Desk Officer. The Desk Officer will, also count the money search of the other property has been taken from the prisoner. In such case, unless the money or property so taken is to be used as evidence, the Desk Officer will before the best of the prisoner.

328. Deak Officers shall be held strictly responsible for monies received, property taken from prisoners either as evidence of crims, or for safekeeping and for all other monies, valuables, or other property entrusted to them by victue of their official position They shall cause property to be removed from the possession of a prisoner in the following cases 1 Property unlawfully carried, or which is required as evidence, 2 Property lawfully carried but which is dangerous to life, or would facilitate escape, 3. Property which can be used to damage or daface Department property, 4 Personal property, except clothing, if prisoner is intoxicated or unconscious. Desk Officers shall without unnecessary delay furnish the prisoner with an itemixed receipt therefore. They shall enclose prisoner's money or other valuables in a properly envelope and properly mark the same. When necessary to transfer property to another Deak Officer, the receiving officer shall sign the tag or container as to the accuracy of

the list of property
329 All movies and valuables taken
from a prisoner by Pesk Officer shall be
recorded in the "Property Taken from

Prisoner" book

The Design Content shall, before conrening of court, course all prisoners who are in proper physical and merial condifore the Design and retrieval personal property (except such property as to cape) cassing each prisoner to sign a recept in 'Property Tubes from Priscape) cassing each prisoner in the court of turned to sand prisoner an itemized just of property no returned Property estimated to the property of the prisoner and the propform of the prisoner and the prop-

exty to its owner

337 All property which is unlawfully
earried, or which is required as evidence,
shall be forwarded to the Court at the
same time as the presence After a
Court examination, any property still required as evidence shall be delivered to
the Property Custodian through official

channels. 332 All property which is lawfully carried, but is dangerous to life or would facilitate secape, shall be conveyed to Court by the arreating officer, or efficer in charge of the prisoner, or prisoners. It charge of the prisoner for the prisoner is the prisoner of the prisoner

is hald. In either case receipt will be taken and filed at the Prenicht Station in receipt book. All money and walashes cell-wres into the custody of a member of the Department to be conveyed to Court or esswerze, shall be signed for by such member in the receipt book, and such member shall obtain a receipt from the person into whose custody such property is delivered which with be filed at

the Precinct Station in recept book.
333 A member receiving property
which has been found and dalivered to
him shall give the finder a recept, with
his name, number and command, and a
description of the property. He shall a
the finder's name and address and
the location and circumstances under

the location and creditationes under 334. All property recovered in pawnshops or other places by any member to the places by any member todain as soon on possible. Such property will be signed for by the Property property book of the articles received and a description of same. The owners, property is the property identified and it is not necessary to return the same as evitance of the property identified and it is not necessary to return the same as evicent and the property identified and it is not necessary to return the same as evitance and the property identified and it is not necessary to return the same as evi-

335 Members whenever they find an ebandoned whiche, or any domestic animal, or pet animal of apparent value, will immediately communicate with the officer in charge of the Desk at the Precinct for instructions as to the deposition of the same. Where the owner of the same and the process of the process of

328. All articles or property taken from a prisoner or otherwise obtained on suspicion of being the proceeds of crime, or which may be required as evicence in a case, shall be immediately marked by the member snouring or ob-

crime, or which may be required as evidence in a case, shall be immediately marked by the member securing or obalining such property, in such manner as will enable him to identify it afterwards, and the inventory of such property alial contain a description of such marks of identification.

337 When fowl, animals, or perselmble property come into the possession
of members, respective Commanding Ofmembers, respective Commanding Ofto the invital owner, in which case they
shall promptly deliver to the Property
Certefona nevelipted inventory. In the
a photograph of the same shall be taken
property shall, while in possession of the
property shall, while in possession of the
the or Burnary, to while it was conveyed.

unless otherwise ordered 338. All motor vehicles Abandoned in any street or public place shall be reported by Patrolmen or other member finding the same, to the officer in charge of the Deals of the Proposet in which such motor vehicles are abandoned, giving the makes, descriptions, motor numbers and license numbers there if, and such Deak Officer will immediately notify the Detective and Radio Divisions. However, members of the Detective Division when finding such abandoned motor vehicles shall report same in like manner directly to the Commanding Officer in charge of the Detective Division All such motor vehicles, unless they are claimed by rightafter all articles contained therein have been properly inventoried, shall be removed to the garage designated for the atorage of such cars. The same procedure shall apply when inster vehicles reported as stolen are recovered by any

330. Whenever a motor vehicle is an intensimental person arrested and held on any charge out. In the membrane person arrested and held on any charge out. In the head of the membrane of the head of the control of the

storage of such cars 340 Whenever the ownership of any property, including money in the possession of the Department is disputed by two or more complainants, or in the event a defendant in court is charged with the acquiring of property unlawfully which is claimed by another and such defendant is not convicted and also claims the property, unless otherwise ordered by the Court, such property shall not be delivered to any of the claimants ants in writing. Any member delivering such property from the custody of the Department, contrary to the provisions of this section, shall be responsible for any damage which may result from his act, besides suffering any penalty imposed for the violation of this rule.

ful owner within a reasonable time, and

341. All lest property coming into the possession of a member must be delivered to the Property Custodian through properchannels so that it may be advertised for the benefit of the owners. Any member who may receive information as to the whereabouts of any property that may have been lost or stolen should report such information to his Commandiance of the property of the property

342. If, through oversight or other chases, personal property of prisoners is and delivered to them upon release, on bail or otherwise or transfer to Court or Institution, said property shall be forwarded to the Property Custodian within in twestly-four hours togother with a report detailing the facts of the case.

PROPERTY CLARK

343 The Property Clerk shall be a member of the Department specially assigned to such duties by the Director of Public Safety He shall be under the immediate supervison of the Chief Clerk and shall have such regular hours of duty as may be prescribed by the Chief Clerk, subsect to the amproval of the Di-

Clerk, subject to the approval of the Director of Public Safety and enter in the projecty register all lost, stolen, abandrequired as evidence, and prisoners' property coming into list passession, received by him, the name of the person from whom such property was received by him, the name of the person from whom such property was reelved by him, the name of the person from whom such property was retained or recovered, like description in cles, quality and value, name and residence of owner or claimant if known, place where found, the circumstances connected therewith, and the name of the member delivering the same. Also keep after records or books as may be pre-

scribed by the Chef Classic.

Theory and office supplies beconging to expure becough to be also deter Department Department, and so deter Department Department the also deter Department Department the department of the control of t

theority and approved by the Chair Caster, and By askin and their expression of the control of t

beet a receipt country to the delivers any properly as the delivers any properly as lost, stoken, and a stoken and the delivers and the delive

the court and is not promptly returned, or a received anothery is not received therefore after the disposition of the case therefore after the disposition of the case received and the case of the ca

343 All unchanned personal property, not including money or property, which may be required by the Department as evidence, an possession of the Property Clerk, which shall have remained unclaimed for a period of six months or more, and after reasonable effort has called the owner thereof the light to be cased the owner thereof the light of the property of the case the owner thereof the light of the property of the light of the lig

claimed property

public auction as provided by law 330 All unclaimed money in possession of the Property Clerk, after being held by lum for my months and after every reasonable effort has been made by the Property Clerk to locate the owner thereof, shall be delivered to the Chief

Cherk

251. Except upon a court order, or as
otherwise provided, be shall not deliver
to any elairant, stoken or wrongfully
taken property, or property which may
be required in any rominal of evril proceedings, until all prosecutions or proceedings in oviving such property shall
have been finally disposed of, including
appeals and during the time whan ap-

252. In the event of any explosives or inflammables coming into the posiession of the Property Clerk, he will cause same to be immediately delivered to the Department Chemico-Technical Labora-

tory.

333 When properly taken from an unidentified person is received by him and
the identity of such person is later established, he shad make the necessary addition to his records, and promptly report
the facts to the Chief Clerk.

PISTOL AND RIFLE RANGE

25.4 There shall be a rifle and pistol rangs for the use of members of the Department and the same shall be open at the respective of the same shall be open at the same shall be under the direct supervisors of the Commission of the Academy Commission.

355. Members of the Department required to engage in target practice while attending accusions of the Academy and those members who use tiv range from time to time shall be gated by instructions and advice of the officer in charge of the range as to the handling, care and

use of the drearm

SS6 The officer in charge of the range
shall keep such records as to the scores
and emminition used as may be reoursed by the Communiting Officer of the

Academy 357 Members assigned to duty at the range shall be responsible for the cleanliness and good order of the range, range house and all equipment pertaining thereto.

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peals may be lawfully taken.

SICKNESS AND SICK LEAVE

2028. Members of the Department unable to report for duty when a required because of sickness or injury shall refer to the property of the control of the co

359 Members taken sick or interest on patrol, investigative or traffic duty shall report the fact to their command by signal box or telephone and remain on duty until relieved, unless excused by their Superior Officer upon such report being made If .. nable to report to their Commanding Officer or to remain on duty until relieved, or until visited by a Superior Officer they shall notify an adjoining or fellow member whose duty it shall become to notify the Command. and the first Superior Officer who shall visit him Should members injured or taken sick on duty be unable to comply with the foregoing provisions, they shall proceed to their residence and obey the provisions of the preceding Rule, but in case their command is nearer than their place of residence, they shall report in person at the Command before proceed-

ing to their place of readence
382 Members taken sick or injured on
duty, other than patrol, investigative,
or traffic shall make known the fact to
their Commanding Officer or the Super-

ior Officer in charge at Police Headquarters, and continue on duty until relieved, unless excused upon such report being made. Where the nature of their duties is such that relief is necessary, they shall use all possible means to secure proper relief they shall, if possible, no better they shall, if possible, no better whose duty it shall become to secure such

relief without delay.
361 Members absent because of sickness or myary shall not leave their residence without parm.ssion of a Dopartment Surgeon who shall determine whether or not such members shall wear a uniform and the hours which they may be outdoor. Members shall report to

the Surgeons as required 362 Members confined because of sickness or njury must be accessible to the Department Surgeons at all times the Department Surgeons at all times formed as to their condution. The orders of the Department Surgeons shall take precedens over those of any private physics and Members falling to report for duty where so ordered by the Department Surgeons are those without keeps, and charged accordingly without keeps, and charged accordingly a

without feave and enarged accordingly 363. Members who have been on leave because of etckness or injury will report to their Commanding Officer Immediately upon becoming able to resume their duties, or upon being ordered on duty by a Department Surgeon, whether or not it is their day off. This provision shall not be construed as requiring that such members perform duty on their day off.

except in an emergency 364 Members failing to properly report their sickness or injuries, who are not at home when visited by a Depart-

ment Surgeon (unless previously given permassion to leave their residence), who felgn steamers or injury, or in any way deceive a Department Surgeon as to their real condition, whose sickness or injury is the result of improper conduct, intemperance or immorth or v.c.ous shotts or practices, or who in any way violate the provisions of these Rules and full may during absence and charges here

ing preferred against them. 365 Members who may be granted permission to leave the City because of sickness or injury, and who are, therefore, beyond jurisdiction of the Department Surrents, shall submit written report of the progress of their case to the Chief Surgeon weekly, or have their attending physician do so No permission will be granted except under this condition, and upon written application and no such permission may be granted except by the Director of Public Safety Members violating this Rule shall be subject to loss of full pay during absence them, and the permission granted them to leave the City shall be revoked.

366 Membern having a contigious disease in their home shall ammediately report the fact to their Command and report to the Chief Surgeon in person. In such cases the Chief Surgeon shall have jurisdiction and must be nhaved ac-

cordingly
367 Members, except in cases of extrome emergency, shall not submit to an operation until they first consult the Chief Surgeon or one of his sessiants. 368 Members shall be particular in reporting sicknes or injury promptly to their Command and the member receiving such report shall at once notify the Surgeons Department so that examination of the surgeons Department so that examination of the surgeons Department of the examination of the surgeon of the

eration of the case

\$60 Whenever a member of the Department to injured while on duty, or performing police duty he shall make, performing police duty he shall make, and the state of the commanding Officer of 370 All injuries substanted while the course of the course of the course of the state of t

of witnesses, corrobording facts, etc., abould be included in the raprol should be included in the raprol and the result of the

pensation Claim Reviewing Board for their consideration. No medical attention cards are to be issued until the Commanding Officer has carefully investigated and satisfied himself of the propriety

of the relations.

372. When a member reports an injury which does not necessitate his gogo of form and the second of the congo of form and the second of the contothe Police Surgeon, giving briefly the
details of the cause of the inpury and the
member shall be instructed to report for
examination at the Surgeon's Office in
Police Headquarters at 10 A. M. on the
next business day following the sec-

dent.

373 The usual casualty card and record shall be executed in all cases where members of the Department are futured on duty or performing police duty.

SUSPENSION

574. Whenever it is deemed necessary in eases of wilful violation of any of the Rules and Regulations of the Department, or violation of any criminal law, and for the preservation of good order and discipling the Chief of Police or Acting Chief of Police may suspend from duty pending formal Charges any sub-

ordinate member of the Department 375. In every case of suspension the Chief of Police shall, as soon as practicable notify the Police Comm.sslored in writing, stating the name of accused, the particular Rule violated, and the specific charges against the secused member, together with the names and

addresses of all witnesses.

376. Any member under suspension will immediately surrender his shield and all other Department property in his possession to his Commanding Officer, and such property will be kept in the possession of such Commanding Officer of the suspension different pending investigation of the case.

377 A member under suspension is

377 A member under suspension as relieved of the duty of reporting at any Station unless so directed by the Chief of Poulce He shall be responsible for eavy further violations of Department Rules while under suspension, and shall hold binnself in readness at his home to receive any official orders.

aris No member under suspens. on hall wear his uniform, except when directed to do so when answering a summons for a Department bearing.

379 A member under suspension will not be restored to duty predig investigation or hearing of the charges for which he or she was suspended, except

by order of the Director of Public Safety SUMMONSES (TRAFFIC VIOLATIONS)

380. Summonses shall be issued by members of the Department in all cases where the law is violated pertaining to the Motor Vehicle Act, the Traffle Act and City Ordinances relating to Illegal

perking and other violations.

381 Summors books and tags will be issued at the Tabulation Eureau to Commanding Officers of Precincts and Divisions for distribution to the members of their commands. Immediately upon receipt of a summons books or tags, the member obtaining same shall examine

.

them to ascertain whether or not any tage or summons blanks are orbising or ear multivided and that some run in numerical order. Should any irregularly in this regard be found, the summons book or tage shall be immediately returned to such member's Commanding Officer and bits attention called to such

freeglaarity
382 Members shall sign a receipt on
form provided for all summons books
and tags obtained and ferward same to
their Commanding Officer All such
receipts shall be forwarded by respective Commanding Officer through official chainels to the Automobile Sumficial chainels to the Automobile Sum-

mons Tabulation Bureau.

383 Commanding Officers shall keep a daly and weekly record of all suramons and tags as ed by their respective commands and forward same, on form provided, through efficial channels to the

Chef of Police
384 Members shall account for all
summors and tage issued by them on
forms provided for that purpose. They
shall be as ed in marked order and
shall be as ed in marked order and
printed with also randomle penel. NO
ERASURE'S SHALL BE PERMITTED
It at any time such summons or logg are

damaged, or lost, members shall report the fact promptly to their Commanding Officer, who shall take such action as the circumstances warrant 385. Members shall report the services of all summons and tags on proper form and deliver such report to their Com-

385. Members shall report the services of all summons and tags on proper form and deliver such report to their Commanding Officer at the termination of their tours of duty, together with the stubs of all such summons and tags is seed. All such summons and tags is seed. All such reports and stubs shall

be carefully checked by Commanding Officer as to their correctness before forwarding same to the Automobile Sum-

mone fabulation Bureau
386 Members before making application for a new nurminest bone shall deton for a new nurminest bone shall destubs to their Commanding Officer It
any cases are still producing, they shall
report that fair, a writing to a local Conty
of such Commanding Officer to examine
the animonas book so presented to ascertain variety and the summanding officer to examine
the animonas book so presented to ascertain variety and the summanding officer to
that all have been properly attested to
that all have been properly attested to

as being disposed of 387. All summonaer insued for violation of the speed limit shall specify the speed at which the violator is alleged to have driven, also the speed which the law declares shall be prime-face lawfiel at the time and place of such alleged violation.

388. Summonses and tags issued by the members of the Department assigned to different commands and divsions will be made returnab. on the dray and date designated by the Traffic Court, through the Chief of Poice 289. When it is necessary for a Su-

283. When it is necessary for a Superior Officer to appear in Night Police Court (Pranten Driving Cases, &c) all members of the Department appearing in mich case shall report to him and remain in Court until excused by such Shuerice Officer

Superior Omeer
380 When, for any reason, a member
of the Department cannot be present in
court on traffic cases at the specific time,
such members shall notify the Superior
Officer on duty in the Division or Com-

mand to which he is assigned, stating his reasons therefor, who in turn shall notify the Clerk of the Traille Court It shall be the duty of such member to submit a written report as soon as possible thereafter to his Commending Officer covering all the facts in the case

TESTIMONY OR CONDUCT IN COURT

391. Members of the Department conperned in cases before the Courts are to he punctual in attendance, and shall observe the utmost attention and respect toward the Court at all times. When giving test-mony they shall speak calmly and expectity in a clear, distinct and audible tone so as to be easily heard by the Court and Jury They shall testify with the strictest accuracy, confining themselves to the case before the Court. and neither suppress nor overstate the favoring, or discrediting any person. When cross examined they shall answer with the same readiness and civility, as when test fring in support of the charge, replembering that the ends of justice will best be served by showing a desire simply to tell the whole truth, whether it be in favor, or against the defendant. 392 Members of the Department. when making any official statement or deposition, shall state clearly and truthfully all they know respecting the matter inquired of, without fear or favor and with no desire to influence the result. 393 Members shall make accurate observations of all matters relating to

duty, that they may be able if required,

to state all the circumstances. Notes

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shall be made by them at the time, of the particulars of a case, in order to refresh their memory if called upon to give test.mony

394 Members shall promptly and properly mark for future identification, and secure against tampering, all articles of value as evidence that are ob-

tained with a case.

305 Members of the Department will
not sign complaints in cases involving
accidenta, except where death results, or
when the injured person is confined to
his home or in a heartal

ass nome or as acceptant \$80. When copert analysis of any on-\$80. When copert and the coperation of the \$80. When coperation of the coperation of the \$80. When coperation of the coperation of the substance of possible value as evidence is required, same shall be promptly forwarded by the Commanding Officer of the Precinct or Euresau concerned to the Technical Laboratorica, properly marked for identification and the analyst making report in such cases the purpose of testifying as to his findthe purpose of testifying as to his find-

TRANSFERS

ing

397. Applications for specia, assignment or transfer shall be made in writing to the applicants' Commanding Officer and shall be prompily forwarded by such Commanding Officer, through regular channels, to the office of the Chief of Police.

RESIGNATIONS

398. All resignations from the Department must be in writing and bear the signature of the resignant, except as pro-

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vided in these Rules and Regulations No member of the Department shall withdraw or resign from the service unless he or she, shall have given the Chef of Pouce not less than five days' notice in writing of such intention or has cotained special permission from the Director of Public Safety to do otherwise.

399 No member shall withdraw or resign except by permission of the Director of Public Safety 400 Members sha.. not be allowed to

400 Members sha.. not be allowed to withdraw or resign from the Department while charges are pending against them, except by permission of the Director of Public Safety

401 Members absent for five successive days, where such absence is unexplained, will be dropped from the rolls of the Department; their absence held to be a resignation and accepted as such, unless otherwise ordered by the Director of Public Safety.

or rouse exists.

462 Any Sperior Officer of the Department may accept the written realgnation of any member pending ecceptance by the Director of Public Safety, and the same shall be immediately forwarded to the Commanding Officer of the Precinct, Division or Unit of the resignant, who will, as soon and practicable, forward such variety resigna-

tion to the Chief of Police

UNIFORMS AND EQUIPMENT
403 Members shall wear such uniforms and insignia of rank and be provided with such equipment as the Calef
of Police may from time to time bre-

404 Members shall provide at their own expense and maintain in a clear and serviceable condition, such articles of aniform garments as are prescribed for their rank and for the duty to which they are assigned. No un form will be worn until I has been unspected by a Superior Glice designated by the Chief and the condition of the

of Public Safety 405. Members shall be equipped at the expense of the Department with shield, can device, signal box key, locker key, revolver, ammuration, summons book and "Manual of Roles and Regulations and Manual of Procedure? These Department and members care-easily losing any article or articles thereof, or failing to immediately report such loss. shall be charged with neglect of duty, in addition to being required to pay the current price of same, and such articles as are furnished by the Department shall be immediately surrendered to members' Commanding Officer upon suspension or senaration from the service. Superior Officers shall be held responsible for the

strict enforcement of this Rule 405 Members shall wear, and not carry, the uniform cap 407 Members when in uniform shall

wear black shoss.

408 Members assigned to patrol duty
shall leep a suit of civilian cothing and
hat, or cap, at the Presents Station.

409 Members shall keep their uniforms clean, well-brushed and presect,
their shoes well polished. Trousars shall

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northe.

be supported by suspenders or belt, costs securely buttoned and eaps worm straight on the head. Uniform cap, blouse or overcost shall not be worn in public with any mixture of crivilian clothing either on or off duty. Special care must be taken to dress in conformity with these speci-

410 Members when in uniform, shall wear the regulation shield on the culside of the outermost garment over the left breast and savays in sight. When not to uniform they shall wear the regulation shield of office on the smalled of the last that the condition of the last the last that the last th

shield in their handbag or purse.

411. Members will not be permitted to wear on any outer part of their police uniform any badge, button or anagels, except as prescribed in these Rules and Regulations, without the approval of the Director of Public Safety through the

Chief of Police.

412 Members shall provide thermsches with regulation trifle and policy whatles, with regulation trifle and policy whatles, which is provided the provided the provided provided to be seen by the various units at most to be seen by the various trifle at most to be seen by the various trifle at most to be seen by the various trifle at the color of policy. Beginning and Patrolomen shall, in addition, provide themselved Chief of Policy. Beginning and consumer to the provided the provide

413. The regulation revolver will be carried on duty in the following manner For all members in uniform, in holster attached to bell beneath house or overcost when such are worn; for detertives and other members not in uniform in hip pooled or in holster attached to helt undernath coats. They shall keep airch revolver clean and oiled and shall earry it at all times fully loaded with dependable ammunition and shall also earry at least say extra extrides.

414 A member who neglects to replace any portion of his uniform that has been condemned, within a resunable time after such condemnation, will be suspended from duty with loss of pay, and subject to trial on charges of neglect

of duty 415. A Lieutenant, Sergoant or Patrolmen on day duty, unless otherwise directed, will carry the billy concealed in a pocket of their uniform, in the rear hip pecket of the trousers when summer uniform is worn, and in the overcost pocket when such garment is worn, but always in such manner that the billy is readily available in any emergency In the performance of duty at any time when the necessary use of a bliv may be anticipated. It shall be carried in the hand. A Sergeant or Patro, man on night patrol will carry the night stick in the hand at all times Motorcycle patrol Serreants and Patrolmen as well as Patrelmen on traffic post will carry their billies in the rear hip pocket of their trousers

416. Members of the uniformed rank when attending meetings of the Board of Public Safety, trials conducted by the Director of Fublic Safety or when summoned to the office of the Director of Public Safety Denuty Director of Public Safety, Police Commissioner or Chief of Police, shall wear the full regulation uniform unless otherwise directed by the aforementioned. Members of the Detective Bureau and Philocothesmen may appear in civilian dress unless otherwise

ordered
417 Members in civilian dress appearing in Police, Traffic, Family or Juvenile
Courts on police cases, shall wear their

shield conspicuously on the left breast of their outermost garment.

418 Members shall purchase uniform cloth, caps, gloves, whistles, summer uniform shirts, nectities and insigns as specified by the Director of Public Safety 419 Members in uniform shall wear on the left lapel of their uniform blouse or overcont, when such are worn a brass

number designating the Precinct, or brass letter doe grading any other branch of the Department to which they are assigned, and, in addition shall wear affixed to each shoulder, the prescribed emblem designating the branch of the Department to which they are assigned. 420 Members off duty (except on va-

420. Members off duty (except on vacation, under suspension, sick or injured) shall carry shield, whielle, signal box key billy and regulation revolver

421 Members under suspension shell not wear the regulation uniform. 422 An article of uniform or equipment previously used by one member of

ment previously used by one member of the Department shall not be purchased and used by another member of the Department except with the permission of the Chef of Police.

423 In the procuring of other articles of equipment such as rubber costs, boots, buttons, batons, whistles, white gloves, handouffs, fisshlights, etc., it shall be optional with members where such articles are purchased, provided that they comply with the requirements of the Department.

48 Members shall at all times have with them a memorandum book in which they will enter such particulars in each sease as may be important in a trial, and in which they way be called upon to his they may be called upon to his contrained the state of importance relative to the ducknape of importance relative to the ducknape of their official dutter. They shall preserve their memorandum books for future refuter their memorandum books for future refuter their memorandum books for future refuter their properties of the received by overless of as evidence has received by overless of as evidence has been as the contraint of the c

BUREAU OF CRIMINAL IDENTIFICATION AND RECORDS THE IDENTIFICATION SECTION

425 The identification section shall be devoted to the identification of prisoners Whose descriptions and fingerprints shall be taken and distributed in accordance with the laws of the State of New Jersey. and to such other fingerprint bureaus as may be designated. The description and fingerprints shall be carefully and nocurately taken and the fingerneists correctly classified and filed. It shall be the duty of the Identification Section to carefully compile the criminal records of such prisoners and such criminal records will be properly kept and used only for posice purposes. It shall also be the duty of the Identification Section to take fingerprints and descriptions of all unidentified persons and murder victims, found within the jurisdiction of the Department and all other descriptions and fingerprints as may be ordered by the Commanding Officer of the Detective Bureau wider the direction of the Chief Identification Officer, and an accurate record shall be kept of each case, such data being properly filed

and preserved 428. Prisoners shall not be fingerprinted or photographed without the sanction of the Commanding Officer of the Detective Division, or the Commanding Officer of the Day and Night Detective Bureads. All such prisoners shall be accompanied by an Arrest Blank, properly filled out by the arresting officer and bearing the sanction of a Commanding Officer of the Detective D.v.sion. They shall be brought to the Bureau of Criminal Identification and Records only under the guard of a police officer or police officers. A police matron will be present when female prisoners are being fingerprinted and photographed

printed and photographed \$27 Photographs of criminals taken by the Bureau shall be privately kept in a file provided for same, in accordance with the modus operand, system, for the official use of the Department as an aid official with the provided of the property The Chief Identification Officer shall be Deragually invisionable for, then, as feperagually invisionable for, then, as fe-

keeping to the best of his ability
428. No official records fingerprints
of photographs shad be removed or expunged except upon the order from a

court of competent jurisdiction
429 It shall be the duty of the Identification Section to conduct examinations
for latent imperprint impressions at
scenes of crimes, at the request of investigation officers. Members conducting such investigations shall be delegated

by the Chief Identification Officer or other member an engage of the Bareau, or the Officer, an change of the Davies, or the Officer, an change of the Davies of the best of the Chief Identification and with the generation made with the generation of stappets and dentificatives effected whenever possible chief entire of the Chief Identification of the Chief and shall be consulted whenever such formittentions are made, to pass that judgment A record shall be consulted whenever such the day of all Identification Chief Identificat

THE PHOTOGRAPH SECTION

430. The Photograph Section shall take, develop and print photographs of prisoners (both gallery and full size). all necessary photographs of scenes of erime, deceased persons, evidence and such other police pictures as may be ordered by the Commanding Officer of the Detective Division or Commanding Officers of the Detective B rears under the direction of the Chief Identification Offloor All photographs shall be carefully made, serially numbered, filed and stored and a proper record made of their taking. The materials used by this Section shall be carefully stored and inventoried from time to time and shall not be wasted in any manner Members assigned to the Photograph Section shall not report off duty until properly relieved.

THE REPORT SECTION

431. The Report Section shall attend to the reception, recording, filing and

attrituted complication of all complaints, consulties, arrests, warrants etc., and all reports of investigations pertaining thereto, in secondance with methods and expected by the Children percentage by the Children specified by the Children specified by the Children specified by the Children specified by the Children percentage with the strong section shall perform their work carefully and securately, with the utnost courtesy in their dealings with the public and shall not leave their node of future.

until properly releved

432. No reports of investigations shall be accepted from the members of the Detective Bureau, such reports are required to be forwarded to the Phirean of Crim.nal Ident.fication and Records by the Commanding Officers of the Detective Rereases. No member of the Burnan of Criminal Identification and Records shall give out any investigator's report after filing in the Bureau, without the permission of the Commanding Officer of the Detective Digislan or Officer in Charge, and then only with the knowledge of the Chief Ident fication Officer or his Assistant, and in such event, proper "out card" shall be executed, signed and filed with such report

433 No information regarding persons arrested, other than whether or not they have been arrested and it so, by what command or information regarding warrants issued or persons wanted, shall be given to snyone making inquiry, with the exception of duly suithorized

THE CORRESPONDENCE SECTION

police officers.

434 The Correspondence Section shall attend to all the correspondence of the Bureau of Criminal Identification and Records and the police communications received and seat by the Detective Division All communications received shall be stamped with time clock immediately upon receipt. Communications shall be neatly and carefully typed on official shall be appecial files.

THE LOST AND STOLEN PROPERTY

433 The Lost and Stolen Property spectron shall be cherged with the responsibility of keeping the three propositions of the control of that may be sold in second hand stores or pawned in pawn shope. This Section shall also record and file all the reports of all purchased or pawned articles, as reported by the second hand stores or preceded to the control hand stores or preceded to find or at sole property with

such reports
436. This Section shall exercise proper supervision over second hand stores
and pawn shops, to see that their reports
are made in accordance with laws and
ordinances governing such matters, she
shall report to the Chef Identification
Officer any violation that may occur

437 A monthly report shall be compiled by the Lost and Stolen Property Section showing the amount of work performed by the Section and the recoveries made.

TELETYPE SECTION

438. The Teletype is established primarily for the speedy dissemination of police information and alarms to other Departments and for the purpose of supplying maintaining and operating instantaneous electrical communication between Police Headquarters and the

Precinct Stations

439. The Tricktype Section shall consist of sensing and recoving machines exist of sensing and recoving machines of the property of the section of the Bureau of Crim In Control of the Section of the Poles Precede Statons, also a recoving recovery in the Poles Preceded in the Poles of the New Jersey State Poles located in the Poles Property State Poles located in the Poles of the Poles of the Poles of the New Jersey State Poles located in the Poles of the

police agreement equipped with Teletype service and foreign countries.

440 The machines employed in this system are of very delicate construction system are of very delicate construction.

Way. Any necessary service or repair work will be taken care of by a representative of the New Jersey Bell Telephone Company or the telegraph company Under no circumstances shall the paper roll be touched while receiving

machines are operating nor shau the power switch be touched at any time 441. Meanages sent over the toletype 441. Meanages sent over the toletype 441. Meanages sent over the toletype 441. Alarms 2 General Orders, 3 Special Orders, 4 Miscellaneous Meanages. An Alarm shall be a measage which relate a client a General Order shall be a measage which relates on the country Department. The salestic of the entire Department of the salestic of the entire Department. Which relates to e Department. Division

124

or part thereof. A Miscellaneous Message shall be a communication of information or advice

442. All messages will bear a title designating their type, and Alarma, General Orders and Special Orders will be numbered consocitively. Miscellaneous messages will not be numbered and will be filed in chronological order.

443. All messages will be sent and received in triplicate, each copy of a different color, as follows. 1. Original, White, 2. Duplicate, Cherry, 3. Triplicate, Yellow.

444. The Totatype Section shall be atbranch of the Buryan of Criminal Liberabranch of the Buryan of Criminal Liberatication officer shall be an charge and trickelous officer shall be an charge of destinn Officer destification Officer one for suggests that have control over the management of the Totatype Soncered reception and transmission of official Boziness over the Totatype and shall see that all allarus, order and musdual see that all allarus, order and musprincered and filed and shall invoke the use of the Radio Division or Zolice Sigtion of the Parks of the Control of the Control of the Radio Division or Zolice Sigtion of the Radio Division or Zolice Sig-

nal Systam, whenever necessary
450 Identification officers or Clerks
shall be assigned to the Teletype Section
by the Cinet Identification Officer as
Teletype Operators. Such Teletype Opefectently and remain in the Teletype
Room to immediately observe any message or alarm received and shall not
leave their post unless the distribution
of the Teletype
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type Operators must be properly relieved before reporting off duty.

448. In the event It is found increasing, the Chief Zectification Office should consult with his Superiors relative to matters infecting the operation of the matters increasing the operation of the consultation of the consulta

System
447 The Chief Mestification Officer
and immatchance of the teletype equipment installed in the Teletype Section.
The Chief Mestification of the Chief Mestification
and the Chief Mestification of the Chief Mestification
and the Chief Mestification of the Chief Mestification
of control of the Chief Mestification of the Chief Mestification
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449. The Chief Identification Officer aball cause to be transmitted a test measure to all receiving stations at \$100 and \$100 Midnight cach day, for the great part of the first part of the station of the control of the stationary of the stationary for the satisfactory manner Failure to receive these test mesoages able to immediate these test mesoages able to immediate.

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ly reported to the Chief Identification

Officer
450. The Chief Identification Officer
shall cause a record of such test messages to be made in a beek provided for

such purpose
451. Upon molification of the apprehension of a person or persons wanted
for recovery of property in a case repeating which an elarm has been broadcast,
if is the duty of the Chief property in the case repeating which and allowed the control of the case of

original alarm number disc Copies of alarms and messages will be delivered to the Commanding Officers of the Day and Night Delective Bureaus, or Officers in charge of Special Region of the Commanding Officers and the Special Region of the Spe

police action necessary upon receipt of such information, duty of all Superdas. If shall be made to the Day and Night Detective Eurenas and Special Squads at Police Headquarters to promptly and accurately convey, ether in person or by telephone to the Cheef Land Control of the Cheef Section of the Cheef Cheef Cheef Cheef Section of the Cheef Cheef Cheef Cheef Section of the Cheef Section of the

Department
454. In order that alarms may be cancelled properly, it shall be the duty of
the Commanding Officers of the Day and
Night Detective Bireaus and members
therrof and Officers in charge and members of Special Squads at Police Head-

quarters, where the apprehension of persons is effected, or the property recovered, etc. to notify the Chief Identification Officer, giving complete information in the case, so that the cancellation may then be sent out

455. The Commanding Officer of each Precinct, or municipal to the Officer in chaige, shall be responsible for the project distribution and preservation of all autons, orders and messages received and for the proper care and upkeep of the receiving equipment assigned to their commands.

458 In the transmission of reports and information to the Bureau of Criminal Identification and Records for use in the teletype service, extreme care should be used; complete and detailed information originally received and all subsequent information of importance is to be accurately and promptly conveyed 457 It is essential that emphasis be laid upon the distinctive identifying marks of the persons or property wanted For illustration In describing a person give age, height, weight, sex, color of eyes and hair, scars, tattoo marks, peculiarities, clothing, etc. In describing property such as an automobile, give make model, hoense number, motor number, serial number, or any other distinguishing marks. Any other property, which has a number, such as watches, radios, typewriters, etc., should be described by giving the number in addition to other description.

addition to other description.

458. The Deak Lieutenant or Acting
Lieutenants in the Precincts are charged
with the duty of reporting this information in a proper manner, as outlined
above, and the Captains of the Precincts
will be held strictly resmonable for the

performance of this duty in accordance with regular Departmental Rules and

Regulations.

Abb Sample alarms containing explanations denoting the meaning and significance of all terms and symbols used in nlarms will be sent to all Precinct Stations at Intervals by the Ch. of Man-

tification Officer
460 All messages, orders and alarms
will be received in triphcate and are to
e distributed as follows The Original
or White copy will be kept in bridger at
the december of the control of the control
or december of the control of the control
or december of the control
or d

licate or Yellow cop, wi. be kept in the office of the Precinct Commander 401. The Deak Lieutenants or Acting Licetanats assaged to receive Tiletype messages and alarma shall remove the three copies from the resceiving anturments simultaneously, making certain to cut them not more than and nearly as possible, to five (51 | inches in length, Miceages over five 15) limbes at length

will be continued to a second page 462. Upon completion of a message, the Dealt Lieutenant or Acting Lieutenant will carefully examine it and funy part of the message is not understandable, he shall immediately communicate with the Teletype Section. The message will then be re-broadeast with the class

facation or correction inserted.
463 Each Precinct will be supplied
with four bindars in which the slarms,
general orders, special orders and miscel.aneous messages will be filed at the
Precinct Station Desk. Each type of
message will be filed in a separate binder
in proper order, the latest message

be placed on top, face upward. These binders measure six inches by aine inches and are of the post extension type. Each message w.i. be perforated on the right band sade and panch guides will be

runnished for this purpose
461 if whall be duty of the Desk Lieutenant or Acting Lieutenants in the
Precincts to cause the information contained in slarms to be transmitted over
the Police Signal System to members of
the Dispartment on petrol. The Combeld size of the special size of the Dispartment of the Dispartment of the Dispartment of the Dispartment of the Combeld size of the special size of the Size

Intions 468. III, in the judgment of the Commanding Officer or Desk Lieutenant of the Present for twhom a case the section of the properties of the properti

Section should first be notified

165. In oyeler that alarms may be canealed properly, it shall be the duty of
Commanding Officers of the Precincts,
Deak Lieutemants or Aching Lieutemants
in the Precincts where the apprehension
is affected or the property recovered,
etc., to notify the Chief identification
Officer, giving complete information in
the case, so that the cancellations may

the case, so that the concentration may then be sent out.

467. At the begining of each tour of duty, the Deak Lieutenant or Acting Lieutenant shall inspect the Teletype receiving machine to see that it is in proper working order The roll of paper in the machine should be watched carefully and should be replaced when neces-

468 Should any receiving machine fail to function properly at any time, it should be reported to the Chief Identification Officer and Desk Lieutenant reporting such difficulty shall state, as far as possible, the kind of trouble experienced, making an entry in the Deak Blotter of the time and number of last message properly received and the time notification was given to the Chief Identification Officer The Chief Identification Officer will arrange for the proper repair of the machine When the machine is restored to service the Desk Lieutenant shall make an entry in the Desk Blotter of the time of restoration of service and number of first message properly received. The Desk Licutenant shall then notify the Chief Identification Officer that the machine is restored to commission, and shall further inform him of the number of messages that were not received during the period the machine was out of service. The Chief Identification Officer will thereupon cause to be sent to that station duplicates of all the messages that were

not received.

469. All alarms and messages will be
referred to by Type, Number and Date,
for example: "Missing Pursons, Alarm
No. 109 April 20, 19—.

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